POST MISCONDUCT REPORT DATABASE USER GUIDE

Minnesota Board of Peace Officer Standards and Training

Document History

Date	Version	Description	Author
10/11/2021	0.1	Initial Draft	Nancy Turnbull
10/26/2021	0.2	Completed Draft	Nancy Turnbull
11/24/2021	0.3	Final Version	Nancy Turnbull
O2/02/2022	0.4	Updates for 2-Factor Authentication and change regarding how to select a New Report type.	Nancy Turnbull
04/15/2020	0.5	Updates for new field (Date Reported to Agency) and Allegation Type field now required.	Nancy Turnbull

Contents

Introduction

This document contains information and instructions to use the Minnesota Board of Peace Officer Standards and Training ("POST") Misconduct Report Database; known as Benchmark.

Using the Benchmark database to record reports of misconduct at your agency provides compliance to statute (https://www.revisor.mn.gov/statutes/cite/626.8457). This statute requires law enforcement agency CLEOs to submit reports of misconduct, in real-time, to POST.

Only CLEOs, their authorized Delegates, and POST staff will be able to log in and access the POST Misconduct Report Database.

Requirements for Law Enforcement Agency Reporting

This section describes the requirements, as stated in statutes MSS 626.845 & 626.8457 for law enforcement agencies reporting misconduct allegations to POST.

The categories that were selected for data collection were based on the language in MSS 626.8457 which allows the Board to make the decision about what to collect:

> "(data)…that the board determines is necessary to:
> (1) evaluate the effectiveness of statutorily required training;
> (2) assist the Ensuring Police Excellence and Improving Community Relations Advisory Council in accomplishing the council's duties; and
> (3) allow for the board, the Ensuring Police Excellence and Improving Community Relations Advisory Council, and the board's complaint investigation committee to identify patterns of behavior that suggest an officer is in crisis or is likely to violate a board-mandated model policy"

Chief Law Enforcement Officers are required to report all O*fficial Allegations of Misconduct* in the following categories: (detailed list is attached)

1. All violations of the current Standards of Conduct set in Minn. Rules 6700.1600, and;
2. Violations of mandatory policies. There are currently 18 mandated policies; some of which will not apply to every agency.
    a. Most of the mandatory policies have POST model policies that require an agency's policy to be "identical or substantially similar" to the model.
    b. Agencies are required to report violations of the **AGENCY POLICY** which they have adopted and will be able to indicate on the reporting fields whether or not they hold their officers to a higher (more restrictive) standard than the model policy.

For the purpose of uniform reporting to the database the following terms are defined:

Misconduct:
Alleged conduct by a licensed peace officer which if true, would constitute a violation of the Standards of Conduct or a violation of a mandatory policy.

Preliminary Inquiry/Assessment:
The process that occurs at complaint intake to assess jurisdiction and whether further action is warranted.

Official Allegation:

A complaint received, regardless of in what manner, that goes beyond preliminary inquiry/assessment and leads to investigation of the allegation. An official allegation is one that can't be dismissed on its face and clearly requires further action.

Investigation:

Any actions, beyond preliminary inquiry/assessment, that are taken to establish the particular facts, corroborate accounts, etc., of an official allegation. This definition is intentionally broader than what some agencies may define as an investigation.

Complaints that must be submitted to the POST Board per MN Stats. 626.845 and 626.8457:

Criminal Standards of Conduct Violations/Allegations:

- Any Felony or Gross Misdemeanor
- Certain Misdemeanors; including:

DWI 4th Degree	169A.27
Assault 5th Deg	609.224
Domestic Assault	609.2242
Mistreatment of Persons Confined	609.23
Mistreatment of Residents or Patients	609.231
Misconduct of Public Officer or Employee	609.43
Presenting False Claims (Payments)	609.465
Medical Assistance Fraud	609.466
Theft	609.52
Receiving Stolen Property	609.53
Restraining Order or OFP Violation	609.748, 518B.01
Prostitution Related Offense	609.324
Unauthorized Practice	626.863

Non-Criminal Standards of Conduct Violations/Allegations:

Failure to Intercede and Report (MSS 626.8475)
Fraud or Cheat to Obtain License
Subvert the Examination Process
Prior Adverse License Action
Fail to Report Prior Adverse License Action
Adjudicated as Incapacitated
Adjudicated as Mentally Ill and Dangerous
Adjudicated as Chemically Dependent
Adjudicated as Lacking Capacity to Serve
Adjudicated as Psychopathic Personality
Required to Register as Predatory Offender
Violate any POST Board Order
Intentional False Statement to Board
Failure to Cooperate with Board Investigation

Sexual Harassment
Unauthorized Deadly Force
Child Support License Suspension

POST Mandated Policy Violations/Allegations:

Use of Force Model Policy	MN STAT 626.8452, subd. 1,1a
Vehicle Pursuit and Emergency Vehicle Operations Model Policy	MN STAT 626.8458, subd. 2 MN RULES 6700.2700 – 6700.2704
Allegations of Misconduct Model Policy	MN RULES 6700.2200
Professional Conduct of Officers (Conduct Unbecoming) Model Policy	MN STAT 626.8457
Response to Reports of Missing & Endangered Persons Model Policy	MN STAT 299C.51-299C.5655, 390.25 & 626.8454
Domestic Abuse Model Policy	MN STAT 629.342
Predatory Offender Registration and Community Notification Model Policy	Minnesota Session Laws 1996, Chapter 408, Art. 5, Sec 7
Criminal Conduct on School Buses Model Policy	MN STAT 169.4581
Supervision of Part-time Licensed Peace Officers Model Policy	MN RULES 6700.1110
Lighting Exemption of Law Enforcement Vehicles Model Policy	MN STAT 169.541
Avoiding Racial Profiling Model Policy	MN STAT 626.8471, subd. 4
Procession of Property for Administrative Forfeiture Model Policy	MN STAT 609.531
Investigation of Sexual Assault Model Policy	MN STAT 626.8442
Eyewitness Identification Procedures Model Policy	MN STAT 626.8433
Automated License Plate Reader Policy	MN STAT 626.8472
Portable Recording Systems Adoption	MN STAT 626.8473
Use of Unmanned Aerial Vehicles	MN STAT 626.19

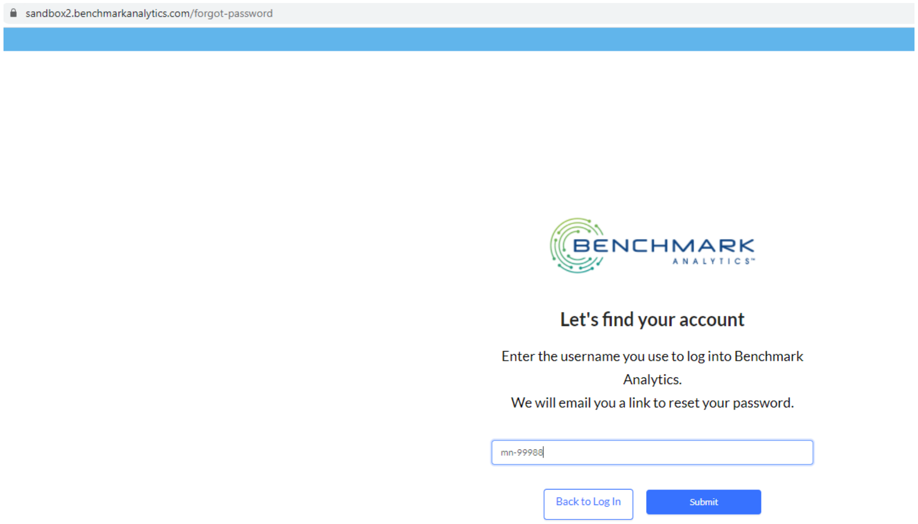
POST Misconduct Report Database (Benchmark)

A link to the POST Misconduct Report Database (powered by Benchmark Analytics, LLC) can be found at https://dps.mn.gov/entity/post/Pages/default.aspx

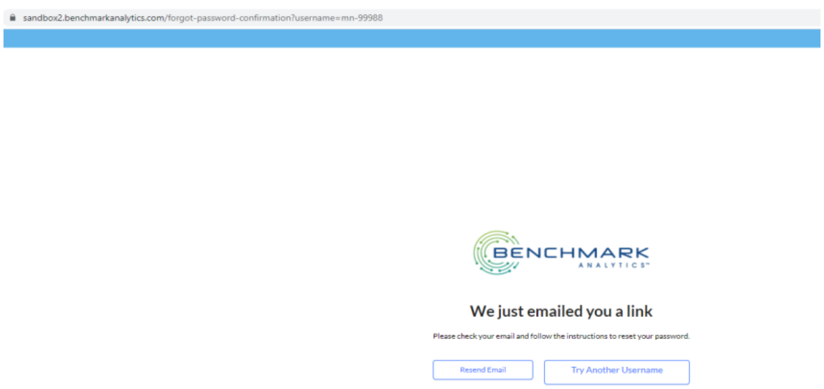
First-Time Log In

Set Initial Password

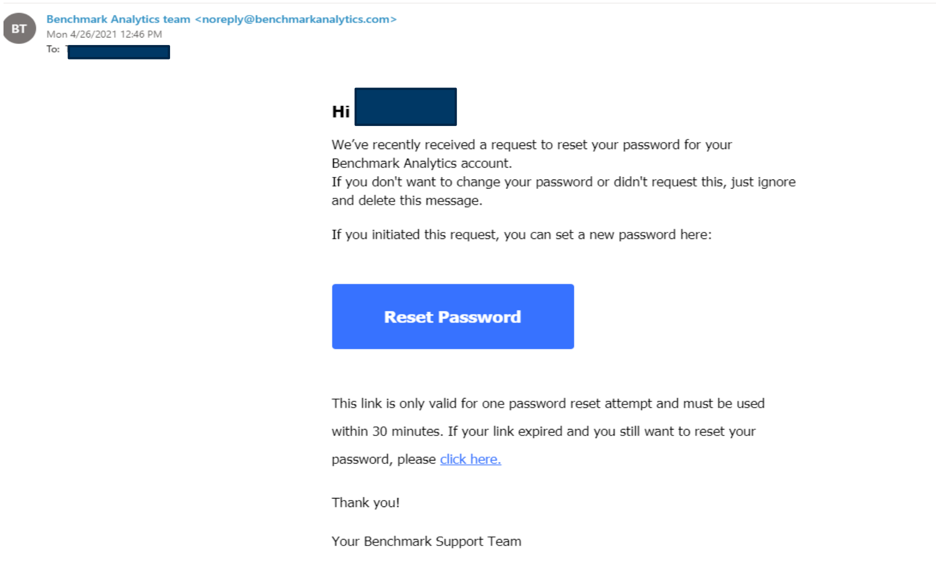
- Use the link on the POST website, or open a new browser and go to URL: https://bms.benchmarkonline.app/
- Upon arriving at the page, click “Forgot password” under the Password field.



- Enter your username and click the Submit button.



- You will receive an email from noreply@benchmarkanalytics.com with instructions on logging in.



BT Benchmark Analytics team <noreply@benchmarkanalytics.com>
Mon 4/26/2021 12:46 PM
To: [redacted]

Hi [redacted]

We've recently received a request to reset your password for your Benchmark Analytics account.
If you don't want to change your password or didn't request this, just ignore and delete this message.

If you initiated this request, you can set a new password here:

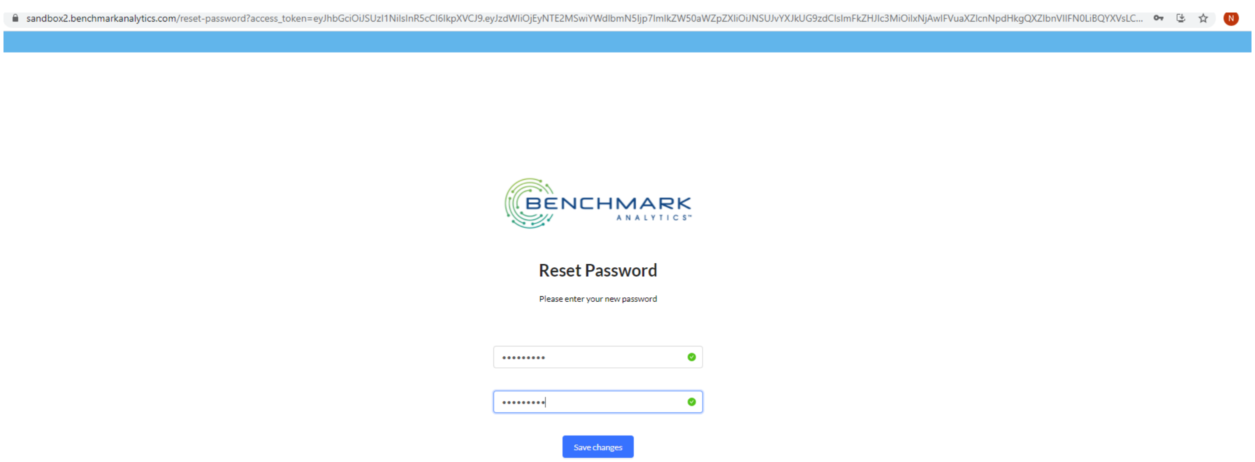
Reset Password

This link is only valid for one password reset attempt and must be used within 30 minutes. If your link expired and you still want to reset your password, please click here.

Thank you!

Your Benchmark Support Team

- Click the "Reset Password" button to reset your password.



- Enter your new password. Reenter the password to confirm and click the Save Changes button.
- You are returned to the Benchmark login page, where you can now enter your username and your newly established password.

Password Policy

Passwords must:

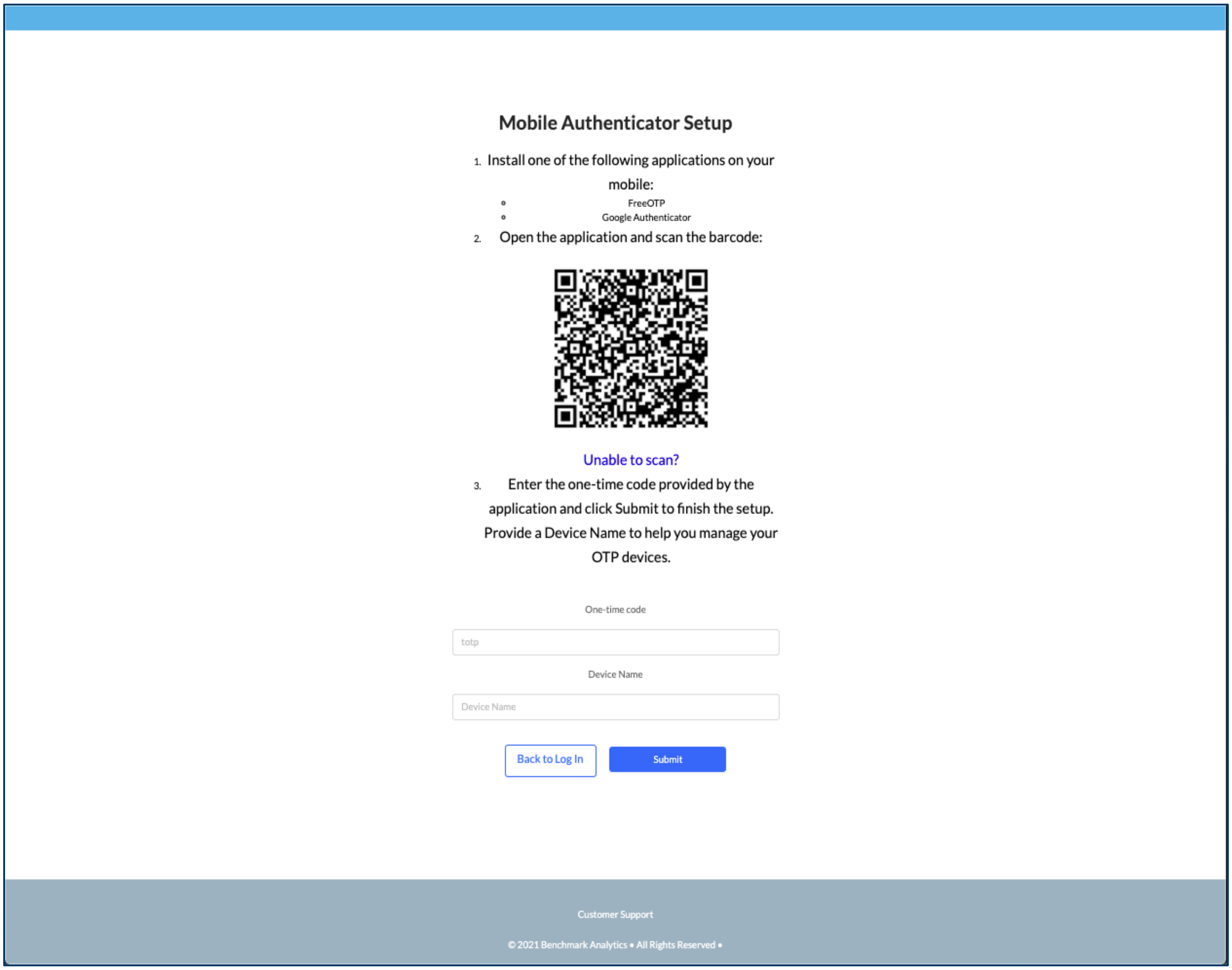
- Be a minimum of eight characters
- Not be the same as the username
- Expire within a maximum of ninety days
- Not to be transmitted outside the secure location
- Not be displayed when entered
- Not-recently-used (NRU) requirement of 10 prior passwords

Log In (for the first time)

- To start the login process, enter your username and password.

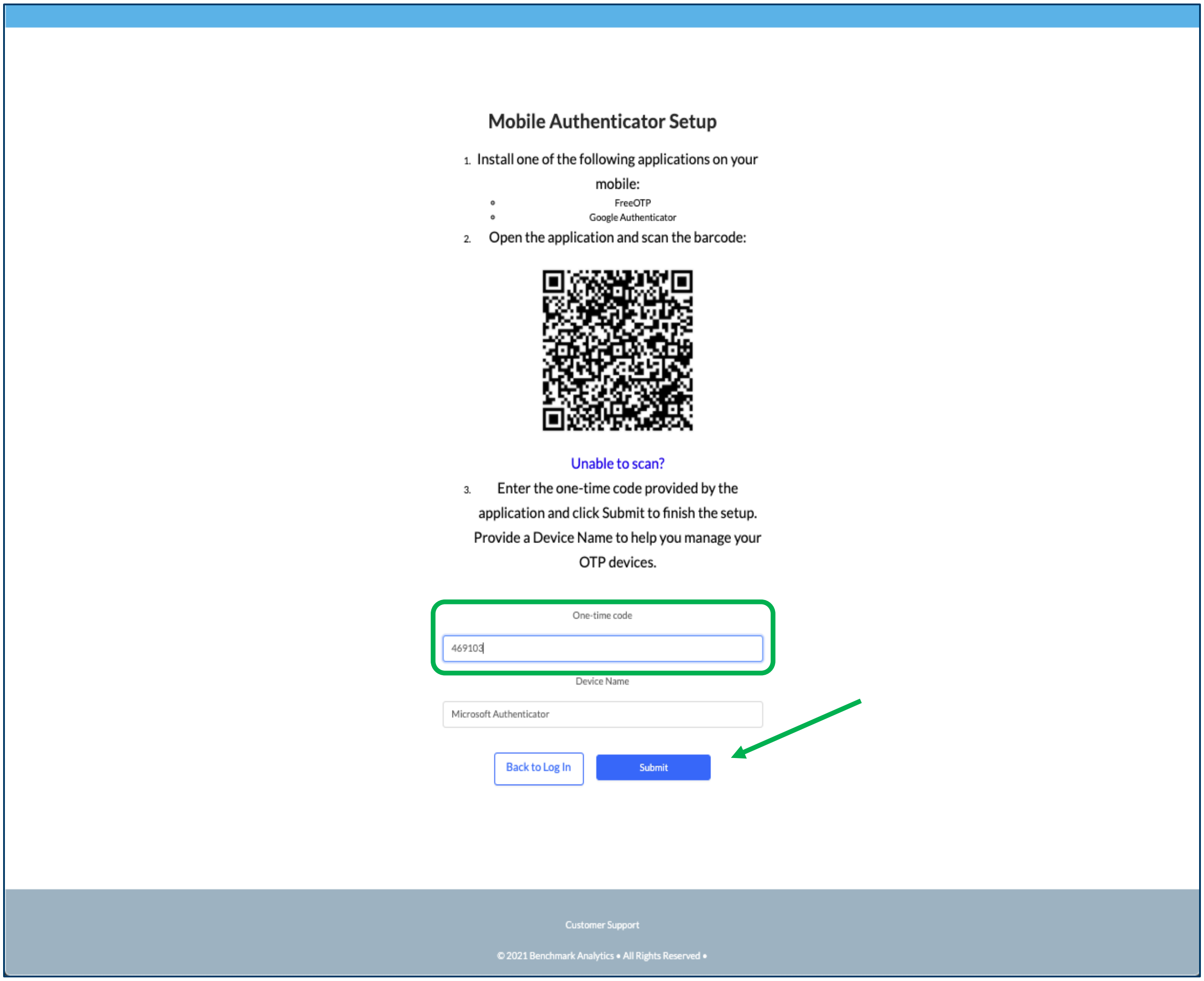
Download 2-Factor Authentication App to your Phone

In addition to username and password, a 2-Factor authentication code is required. The login process will display a setup screen.



- Download an authenticator app to a smart phone (if you don't already have one). Benchmark supports Google Authenticator, Free OTP, Duo, or Microsoft authenticator apps. These screenshots use Microsoft Authenticator.
- Scan QR code from Benchmark screen to associate Benchmark to the authenticator app on your phone.
- Each account can only be associated with one phone.

Obtain and Enter Your 2-Factor Authentication Code



- Enter the one-time six-digit code generated from the authenticator app.
- Most authenticator apps provide a 6-digit number that is displayed in the app with a space. **DO NOT ENTER THE SPACE WHEN ENTERING THE NUMBER.**
    - Example: App provides the number 546 271.
    - Enter 546271 in the box provided to enter the code.
- Name the device as a reminder to the user.
- Click the Submit button to complete the login.
- On the next login, login with a username and password. The login process will require a one-time authentication code from the same authenticator, and the user will be logged in. **As in the first-time login, DO NOT ENTER THE SPACE BETWEEN THE 2 SETS OF NUMBERS DISPLAYED BY YOUR AUTHENTICATOR APP.**

User Roles

There are three user roles that have been configured in the POST Misconduct Report Database.

- CLEO
- Delegate Level 1
- Delegate Level 2

Permissions for the three roles are:

Role	Permissions
CLEO	• Create a Misconduct Report • Route a Misconduct Report directly to POST • Reassign a Misconduct Report to a Delegate Level 1 • Share a Misconduct Report with a Delegate Level 1 or a Delegate Level 2
Delegate Level 1	• Create a Misconduct Report • Route a Misconduct Report directly to POST • Reassign a Misconduct Report to a CLEO • Share a Misconduct Report with the CLEO, another Delegate Level 1, or a Delegate Level 2
Delegate Level 2	• Create a Misconduct Report • Route a Misconduct Report to the CLEO or a Delegate Level 1 • Share a Misconduct Report with the CLEO or a Delegate Level 1

Requesting or Removing Delegate Access

Prior to implementing the POST Misconduct Report Database, a survey was distributed to all CLEOs, allowing them to request Delegate access to the database for licensed officers or civilian staff.

Going forward, if you need to change the Delegates for your agency (grant access to new staff or remove access), please use the Request for CLEO Delegate Access form. The form can be found at (POST Delegate Request Form).

The form can be attached and emailed to: POSTBOARD.AGENCY.DOCS@state.mn.us. Please use "**Request Benchmark Delegate Access**" as the subject of your email.

Left Navigation Menu

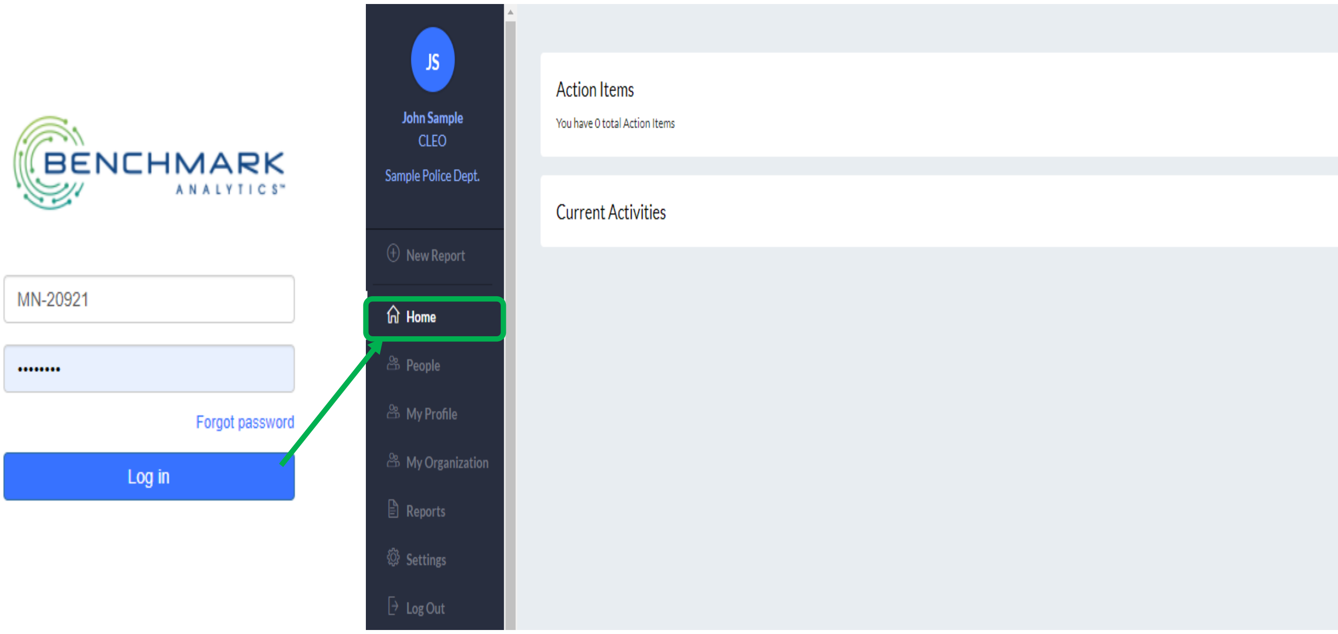
Left Navigation Menu Summary

The Left Navigation Menu allows the user to navigate to other pages to enter and view data. The following table provides a summary of the Left Navigation Menu choices.

Menu Item	Purpose / Function
(+) New Report	Create a new Misconduct Report.
Home	Main landing page upon login. View and act on Action Items and see Current Activities for reports in progress.
People	Agency roster. Displays all licensed officers who currently work for your agency. In addition to licensed officers, civilian delegates will also display in the list (if applicable).
My Profile	Logged in user's profile information.
My Organization	Brief details related to logged-in user's agency.
Reports	Access reports in draft status; see reports that the user has submitted or are in-review; see closed reports.
Settings	Reset Password (while logged in).
Log Out	Will sign you out of your account

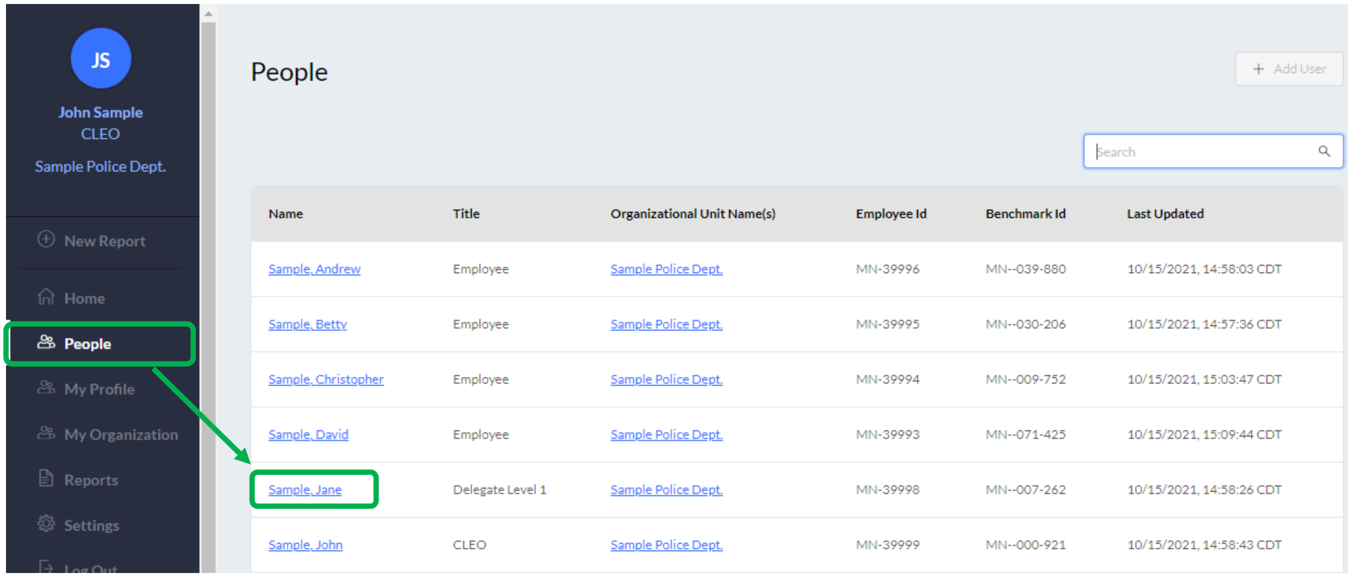
Home Page

After logging in, you will be positioned on the Home Page.



- The Home tab navigates the user to the listing of Action Items and Current Activities
- Action Items are Misconduct Reports that have been routed to the user for further action, routing, updates, and closure.
- Once the user has taken an action, the report is removed from their Action Items list.
- Current Activities is a list of reports that the user has recently viewed or updated.

People



- Clicking on the “People” menu item opens to the view of all licensed officers or civilian delegates for the agency’s roster.
- The People menu item is viewable by Agency CLEOs, Delegates, and authorized POST staff.
- The name of the officer is a link to their profile. Click on the name to view the profile.

Officer Profile

User Information

Agency :	Sample Police Dept.	Benchmark ID :	MN--007-262
License Number/Empl ID :	MN-39998	First Name :	Jane
Middle Name :	Anne	Last Name :	Sample
Official Title :	Delegate Level 1	Date of Birth :	Mon Jan 01 1900 06:00:00 GMT+0000
Gender :	female	Licensed :	true

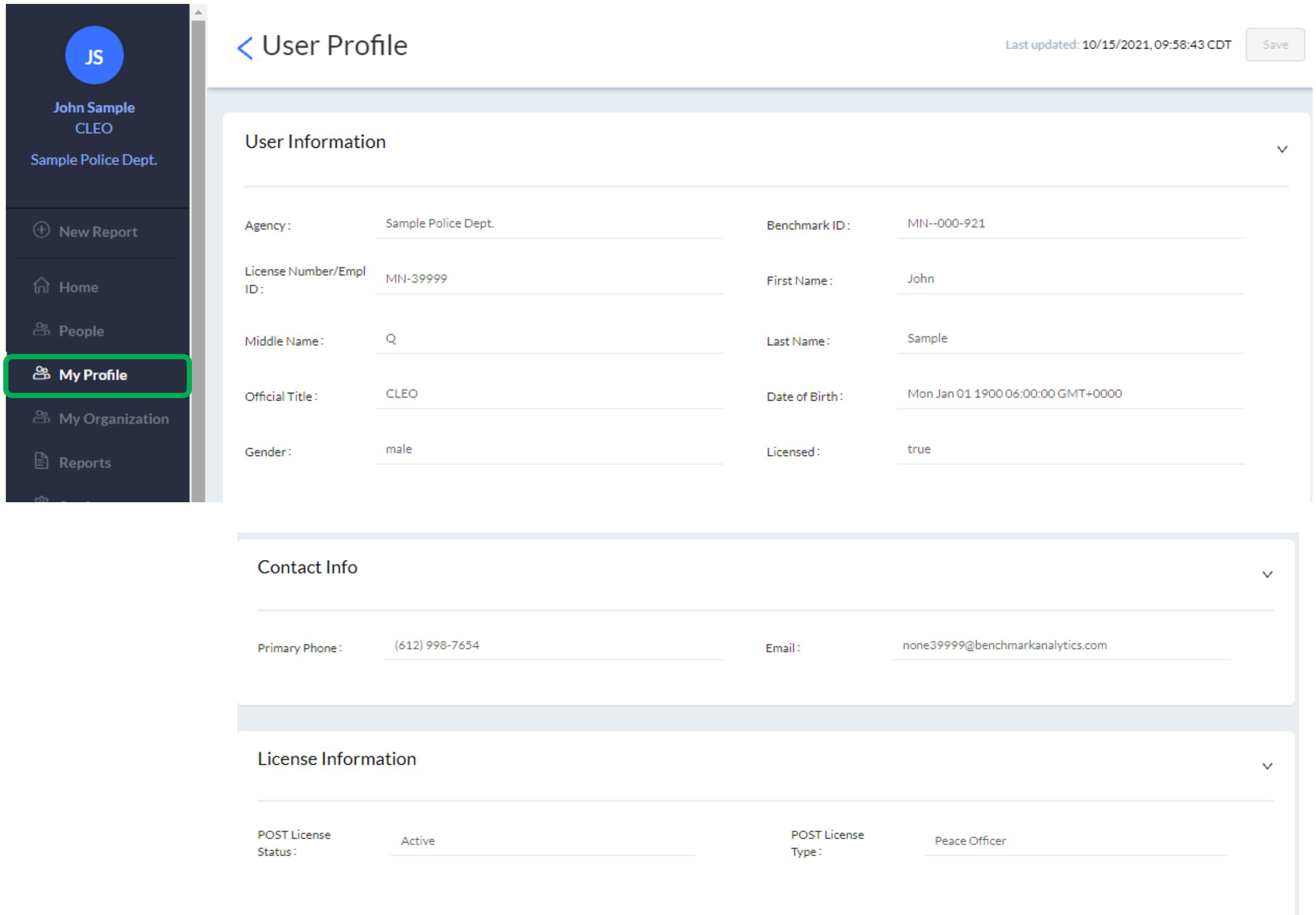
Contact Info

Primary Phone :	(612) 998-7654	Email :	none39998@benchmarkanalytics.com

License Information

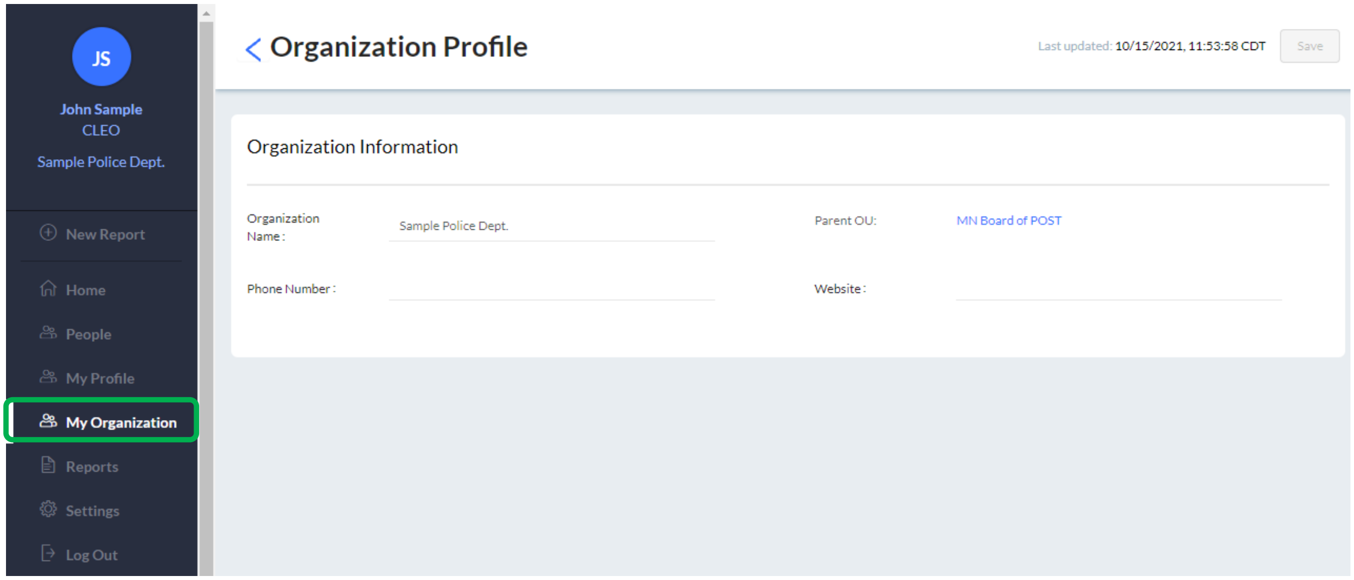
POST License Status :	Active	POST License Type :	Peace Officer

My Profile



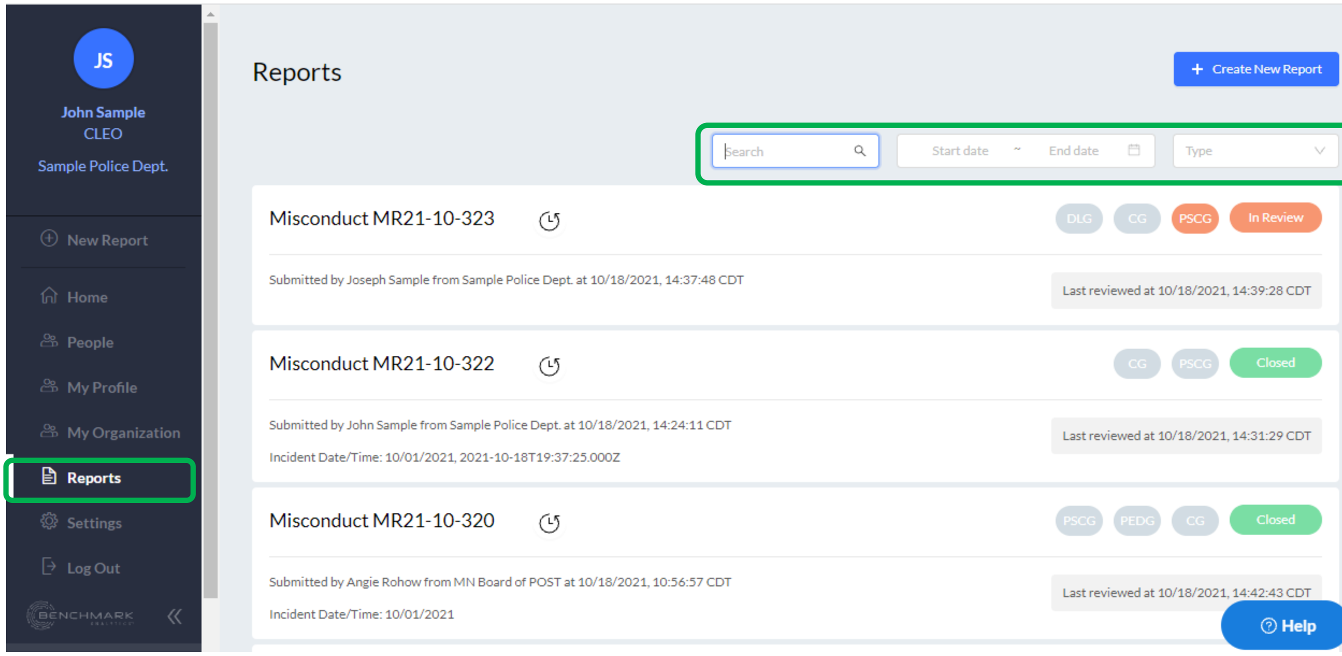
- My Profile allows users to see their own profile information (view only).
- Note: if there is an error with your profile information, it must be corrected in the POST licensing system-of-record (Salesforce).

My Organization

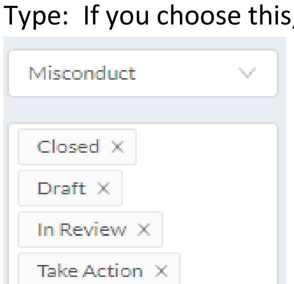


- My Organization allows users to see their own (limited) agency information (view only).

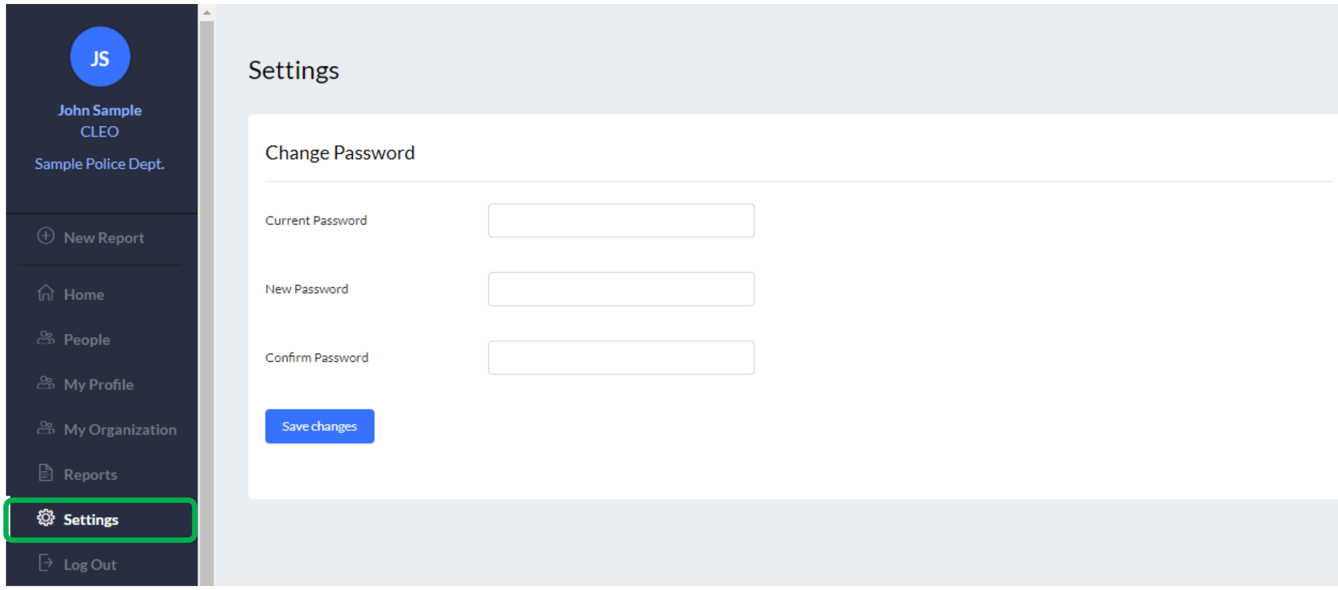
Reports



- Reports are displayed that the user has permissions to view.
- Reports that display may have been:
  - entered by the user
  - shared with the user by another user
  - have been routed to the user by another user
- In the screen shot above, you can see the various statuses of reports
  - In Review: the report is in review by another user
  - Closed: the report has been closed
  - Take Action (not shown): the report requires action
  - Draft (not shown): the report has not yet been submitted to POST
- Clicking on the Report Name in the list will open the report to view all the details included in the report.
- You can search for reports in the Reports list, using the search criteria fields at the top of the screen.
  - Search: You can search for a report number, or the name of the person who submitted a report.
  - Date or Date Range: Dates searched are the date(s) of the incident(s) that resulted in a Misconduct Report.
  - Type: If you choose this, a new dropdown will appear that will allow you to search by status.

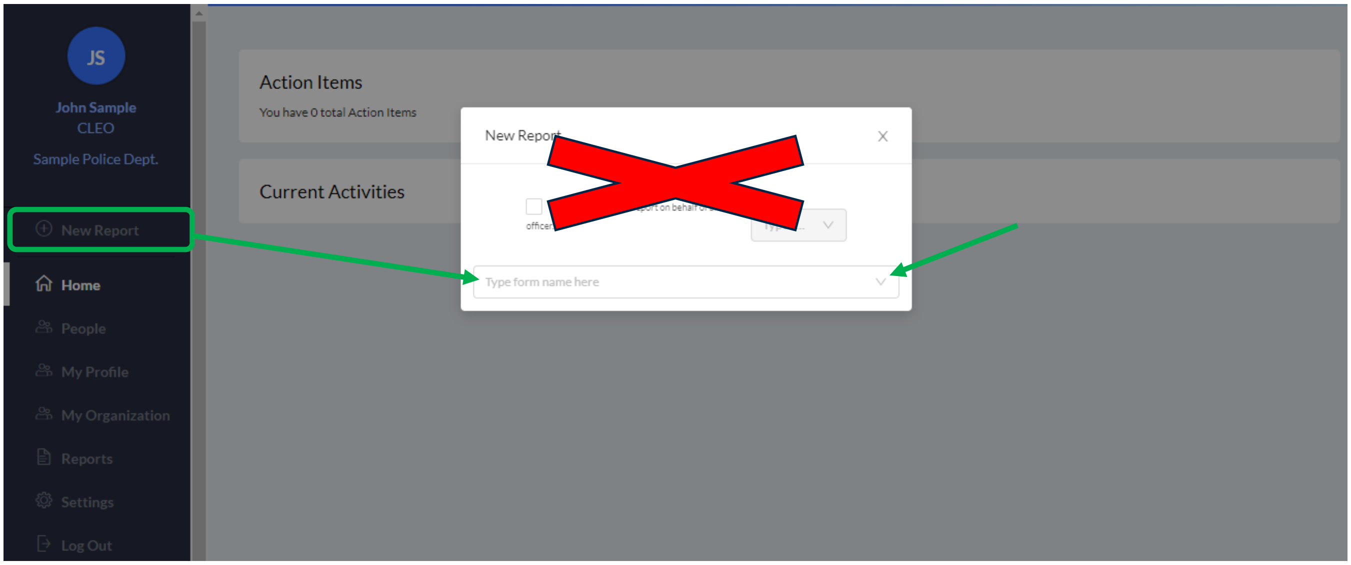


Settings (Reset Password)



- Within the database all users can reset their password. The current password must be known.
- If the password is not known, utilize the “Forgot password” function on the login page.

Enter a New Misconduct Report



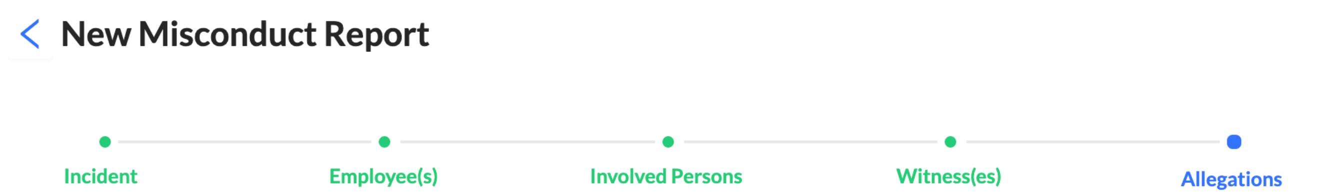
- The creation of a Misconduct Report is managed through the “+ New Report” menu panel item.
- For Minnesota Law Enforcement Agencies, the only report type that can be created is a Misconduct Report.
- The (+) New Report menu option will display for the roles of CLEO, Delegate Level 1, and Delegate Level 2.
- **DO NOT USE**. There is a checkbox that cannot be used by Minnesota. It is a checkbox that asks if the report is being submitted on behalf of another officer. This has not been configured for use and should be ignored.
- Use the dropdown list box down-arrow to select the type of report you are entering. There is one choice in the dropdown – Misconduct Report.

Misconduct Report Forms and Status Bar

After starting a new report, the first form presented is the Incident form. There is a status bar above the forms.

- If the form has been presented and all required information has been entered, the form name in the status bar will be **green**.
- If there are required fields on a form that were not completed, the form name in the status bar will be **red**.
- If the user has not yet displayed the form, the form name will be **blue**.

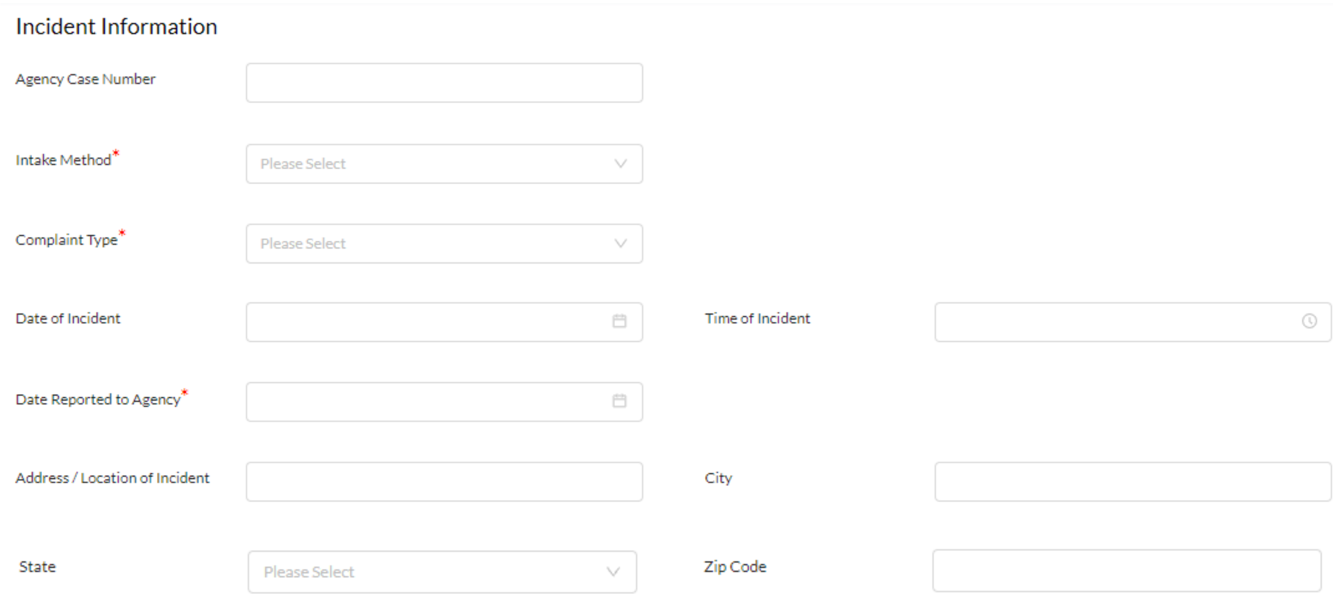
The user can navigate to each form by clicking the “Next” or “Previous” buttons at the bottom of each form, or by clicking on the name of the form in the status bar.



Misconduct Report Form	Overview
Incident	Information about the incident and the complainant. A complainant may be noted as ‘Anonymous’, which will hide all the entry fields for the complainant. There can be more than one complainant.
Employee(s)	Information regarding the ‘subject’ of the complaint. Allegations can be made against a named Employee, an Agency, and/or an Unknown Officer. The Misconduct Report could name multiple employees as subjects of the complaint.
Involved Persons	If there were other people involved in the incident (other than the complainant), they can be added using this form. There can be multiple involved parties for a Misconduct Report.
Witness(es)	If there were witness(es) to the incident, but were not otherwise involved in the incident, they can be added using this form. There can be multiple witnesses for a Misconduct Report.
Allegations	Sections will appear depending on who was selected as a Subject of the report. Fields to indicate the allegation type, the specific allegation, the allegation status, and allegation disposition are displayed, based on the selection of the allegation type.

Incident Form

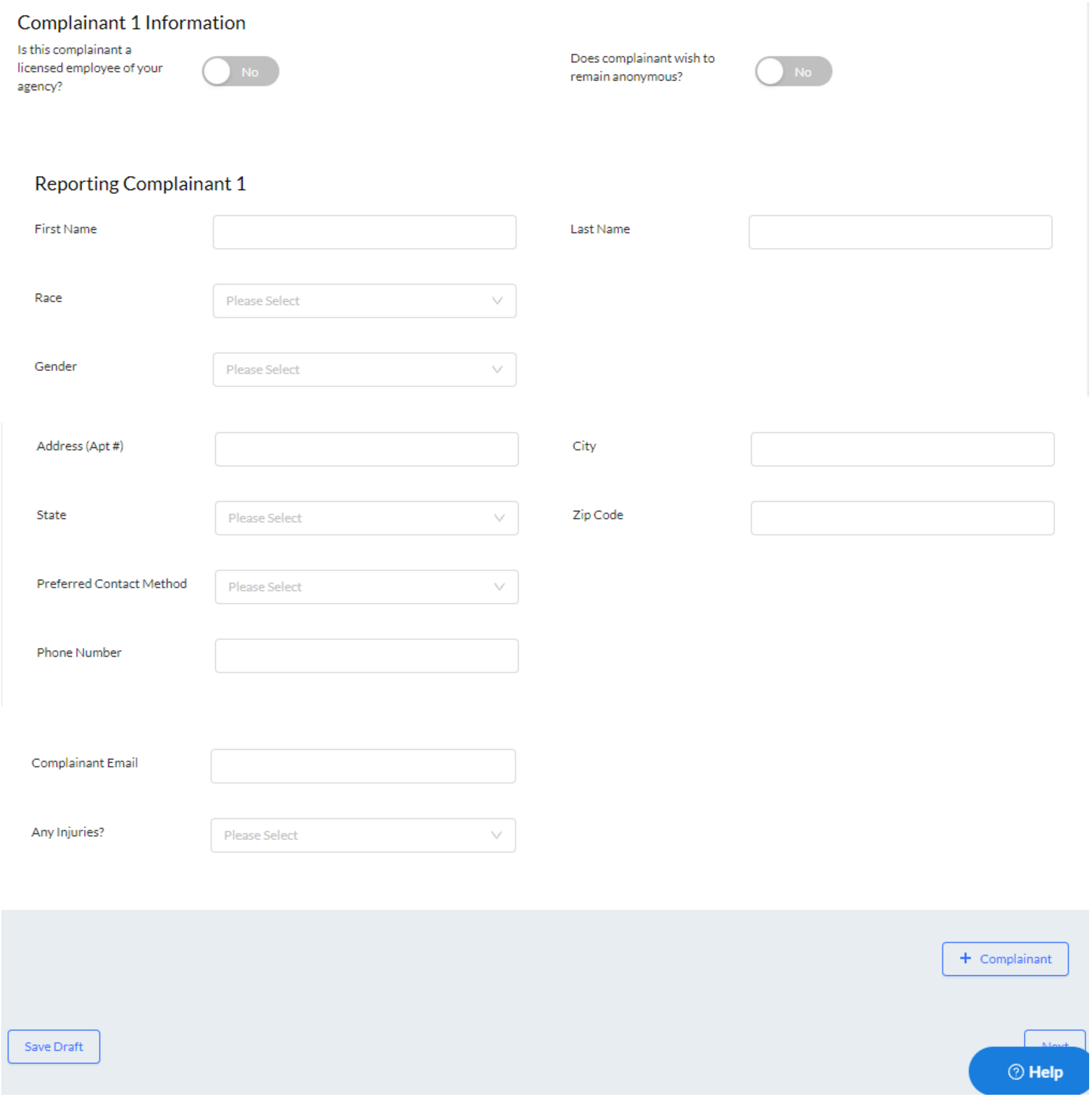
The Incident Form is the first form presented for a new report.



- **Agency Case Number**. If your agency has a complaint tracking or internal affairs investigation system that assigns numbers to reports of misconduct allegations, you can enter your case number in this field.
- **Intake Method, Complaint Type**, and **Date Reported to Agency** are required fields on the Incident form (as noted by the red *). For Intake Method and Complaint Type, the choices are provided using the dropdown list box.
- **Complaint Type Choice Definitions**
    - External = Complaint allegations were received from a private civilian or a person external to the agency.
    - Internal = Complaint allegations were received from a person at your agency, or were discovered as part of an agency review of incidents or procedures
    - Self-Reported = An officer within your agency reports a violation of a Mandatory Policy or a Standards of Conduct violation that they, themselves have committed. A more common example of this is if an officer was arrested for DWI, or Domestic Assault.
- All other information is self-explanatory.
- The **Zip Code** field will only accept five-digit numeric data.
- The user should enter all fields that are known or stated in the report of alleged misconduct.

Complainant Form

The Complainant Form is presented below the Incident Form.

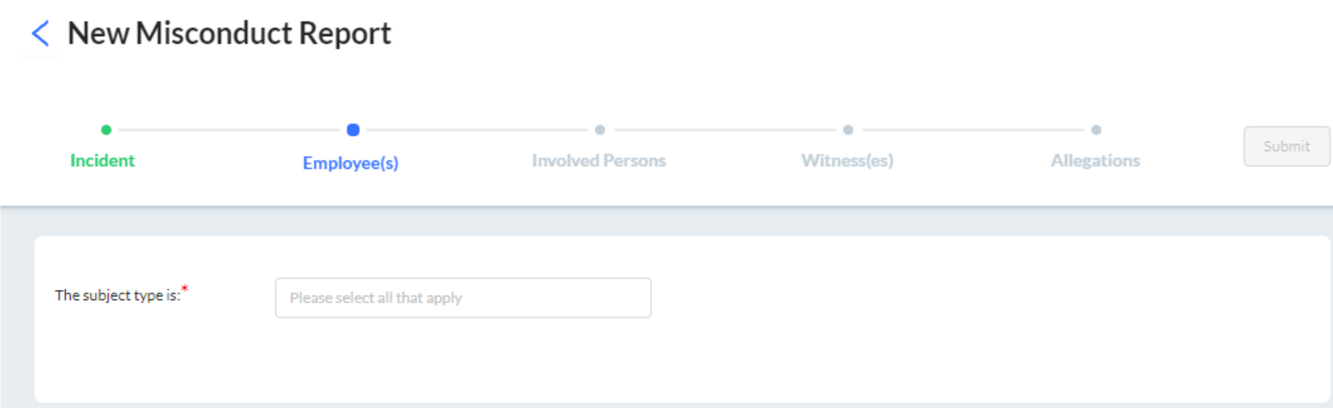


- **Is this complainant a licensed employee of your agency?** If true, toggle the button to 'Yes' and select the licensed employee from your roster. Civilian employees of your agency will not be listed.
- **Does complainant wish to remain anonymous?** If true, toggle the button to 'Yes'. All entry fields for the complainant will be removed from the form.
- All information for the complainant is optional and self-explanatory.

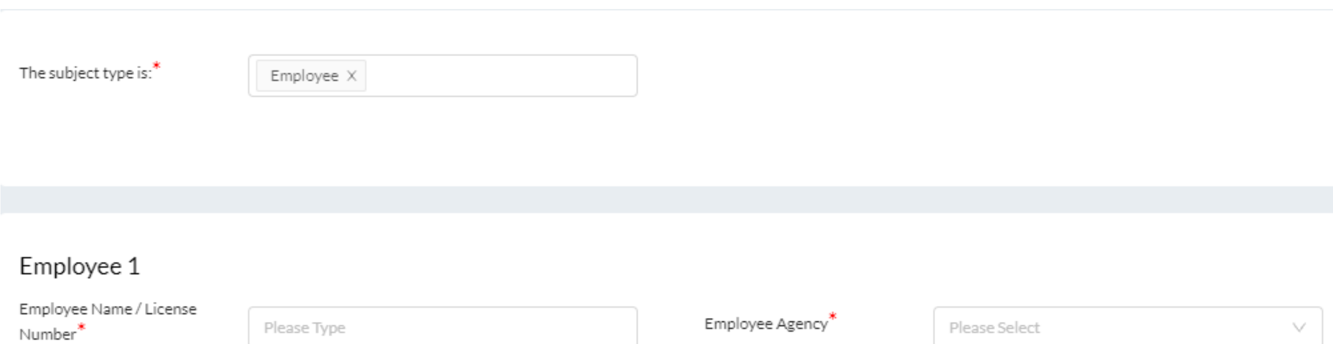
- To enter more complainants, click the (+) Complainant button, and additional entry fields will display.
- After entering information for the Incident and Complainant, click the Save Draft button. The draft report will be saved, and a Misconduct Report number will be assigned.
- It is a good idea to use the **Save Draft** button as you enter data on each form, to ensure you do not lose data you have entered if your session times out for inactivity.
- If you need to exit the database at any time during your entry of a new Misconduct Report, after saving as a draft, it will appear in your Action Items list. You can simply click on the report from your Action Items list to continue your entry.
- Click the Next button, to navigate to the next form, or use the status bar at the top of the page to navigate to another form.

Employee(s) Form

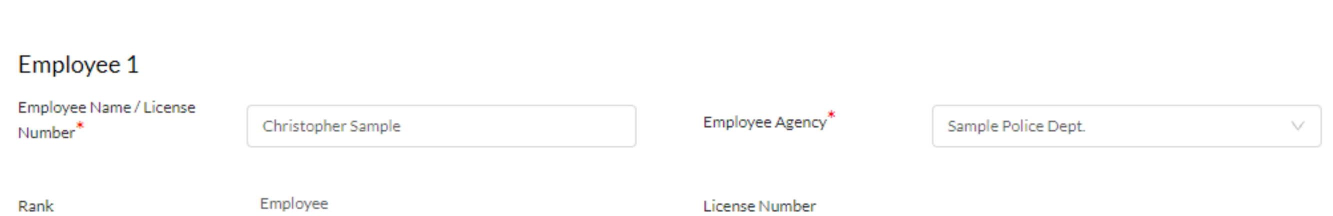
The Employee(s) Form is the second form presented for a new report.



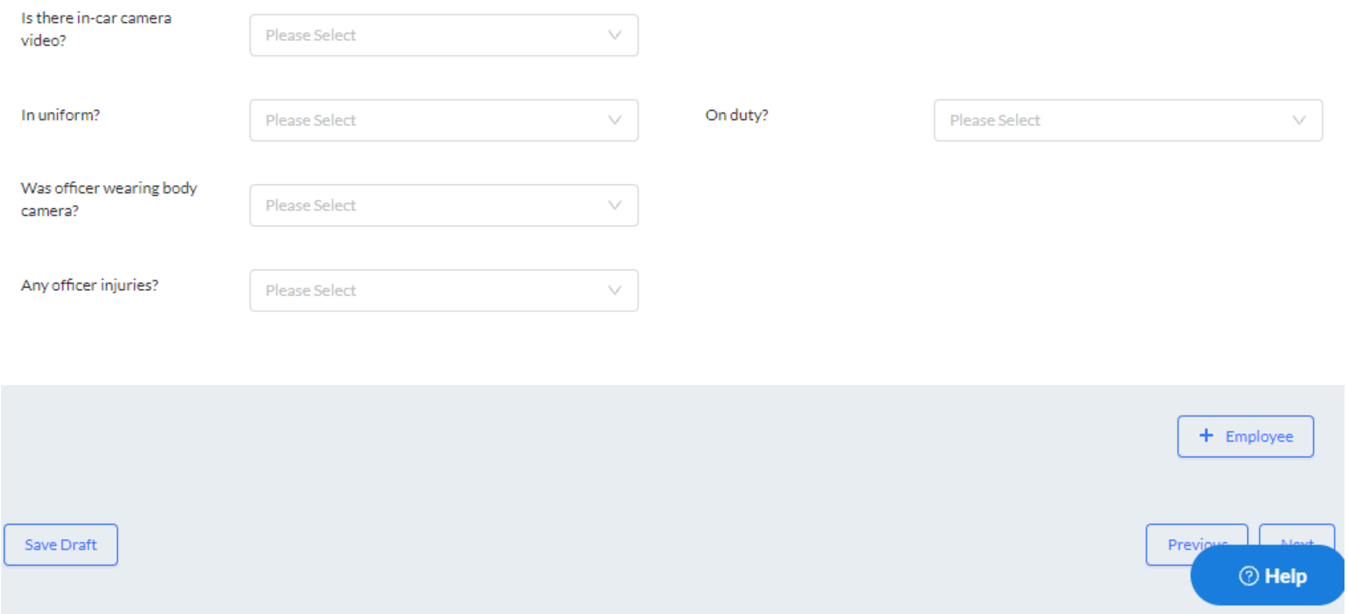
- For each licensed employee, agency, or unknown officer named in the report of misconduct allegations, you must pick the "subject type". This User Guide will only provide an example of choosing an Employee as the "subject type. If Agency or Unknown Officer is chosen, the entry should be self-explanatory.
- If Employee is chosen, the following entry fields will appear.



- Begin typing the name of the employee in the Employee Name / License Number field. As you type, a dropdown list will display and will continually filter until you can find the employee and select their name from the list.



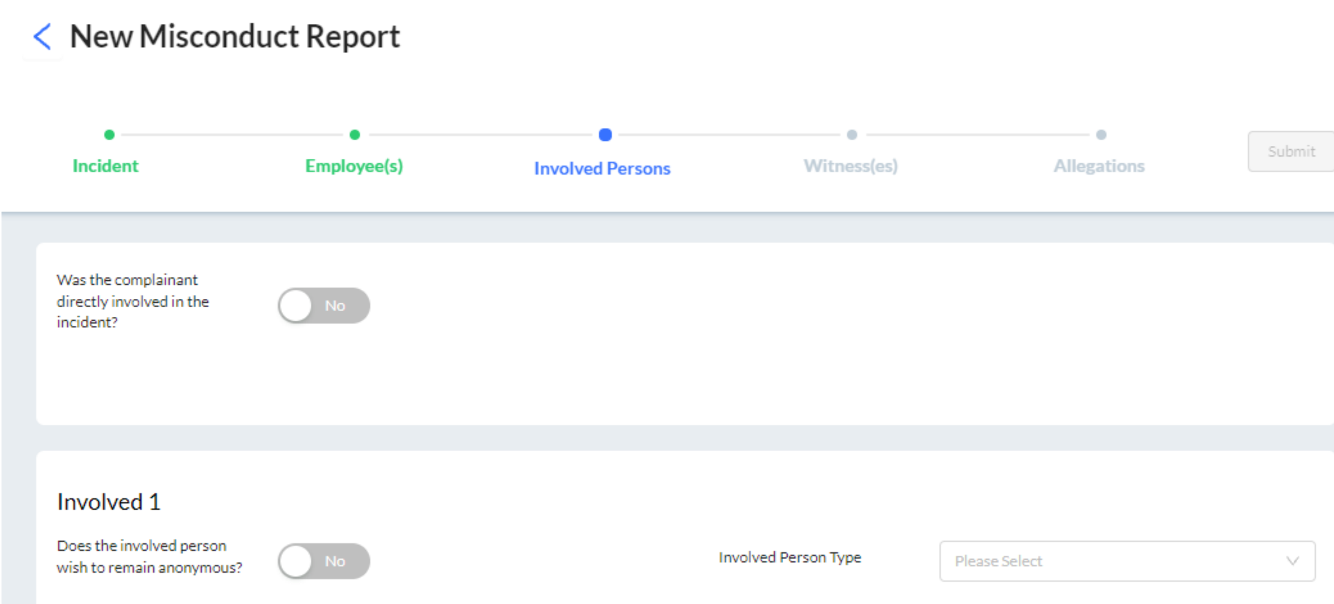
- After selecting the employee from the list, more information regarding the employee and the circumstances of the incident can be entered.



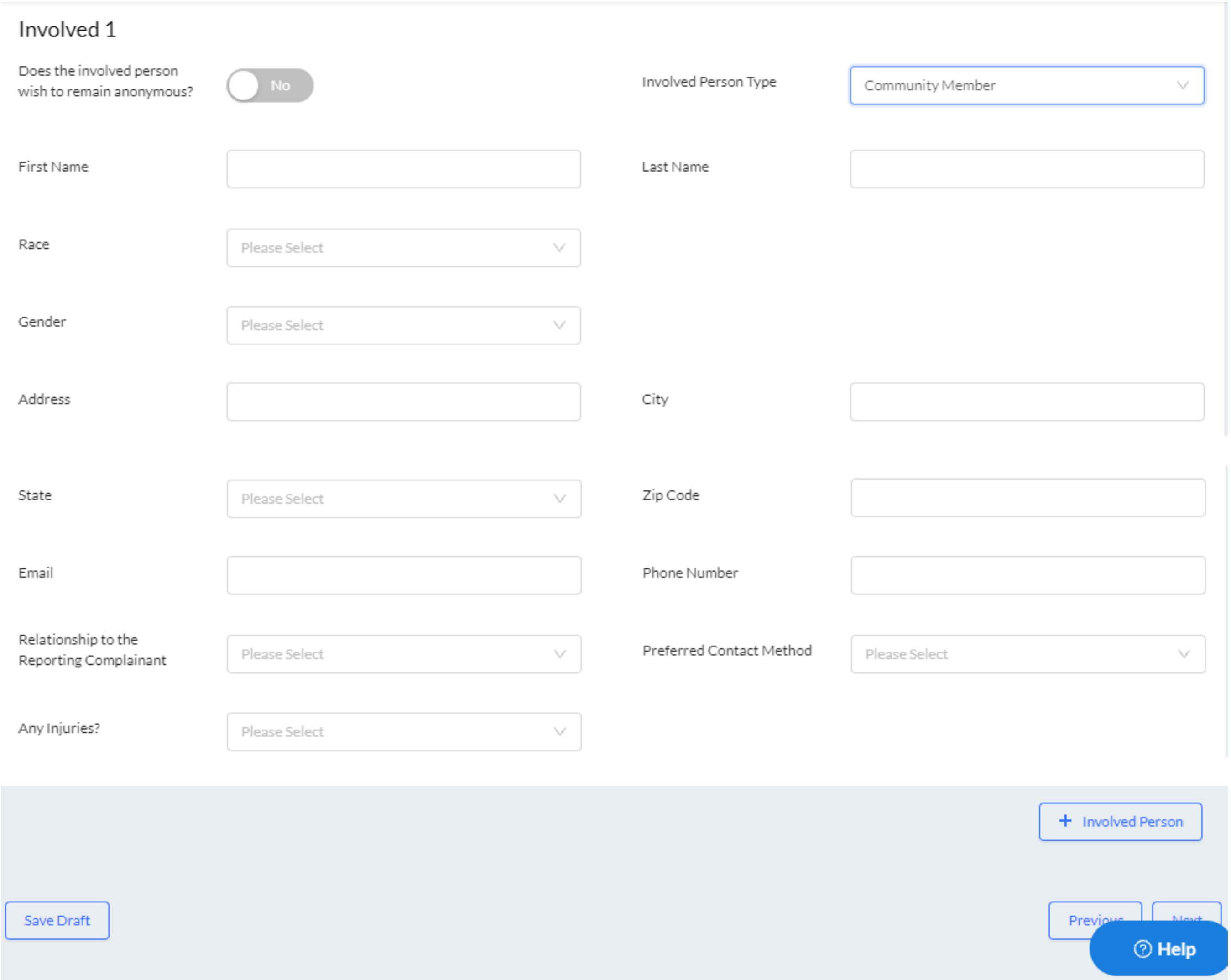
- Select values from the dropdown lists provided. Answers are “Yes”, “No”, or “Unknown”.
- Answering “Yes” to a question may result in displaying additional entry fields. For example, if you answer “Yes” to the question “Was officer wearing body camera?”, another entry field will display, asking if the camera was activated during the incident.
- To add another subject for the misconduct allegations, click the (+) Employee button.
- Save as draft as often as you wish between entries.
- Navigate to the next form or the previous form, using the “Previous” and “Next” navigation buttons, or the status bar at the top of the screen.

Involved Persons Form

The Involved Persons Form is the third form presented for a new report.



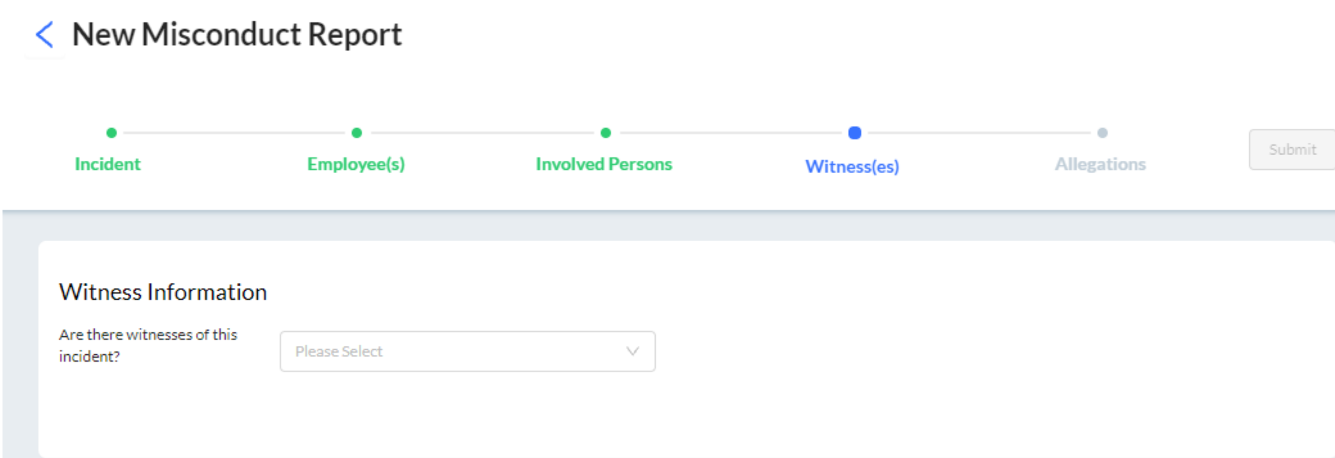
- **Was the complainant directly involved in the incident?** Defaults to “No” and can be toggled to “Yes”. Typically, it is thought a complainant would be directly involved in the incident, but there are situations where this may not be the case. An example might be a parent initiating a report of peace officer misconduct on behalf of their child.
- **Does the involved person wish to remain anonymous?** If true, toggle the button to ‘Yes’. All entry fields for the Involved person t will be removed from the form.
- For additional fields to appear for entering an involved person, you must pick the Involved Person Type. Choices are:
    - Community Member – Any member of the public.
    - Licensed Employee of Agency – Any licensed employee from your agency’s current roster
    - Civilian Employee of Agency – Any employee of your agency that is not a sworn officer and does not appear in your agency’s current roster
    - Other – Used if the involved person requires additional explanation you would like to provide. An example might be an officer from another agency. If you select Other, a text box displays, allowing you to enter an explanation about this person.
- This User Guide will only provide an example of choosing “Community Member” from the Involved Person Type list.



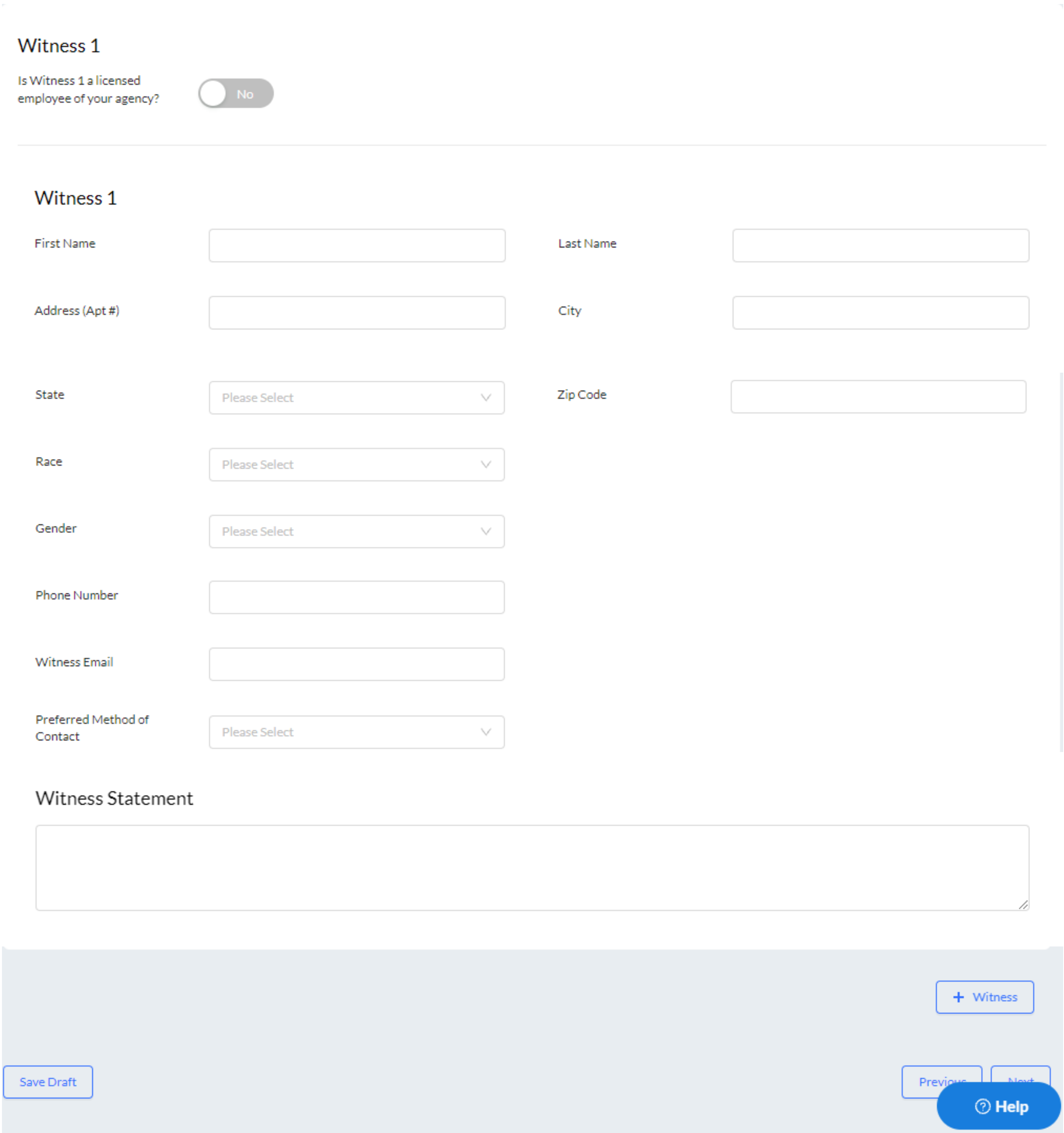
- All information for the involved person is optional and self-explanatory.
- To enter more involved persons, click the (+) Involved Person button, and additional entry fields will display.
- Save as draft as often as you wish between entries.
- Navigate to the next form or the previous form, using the “Previous” and “Next” navigation buttons, or the status bar at the top of the screen.

Witness(es) Form

The Witness(es) Form is the fourth form presented for a new report.



- Are there witnesses of this incident? If there is a witness or witnesses to the incident involving misconduct allegations, use the dropdown to select “Yes”, “No”, or “Unknown”.
- If there are witnesses, the next screen shot displays the fields that can be entered for a Witness.

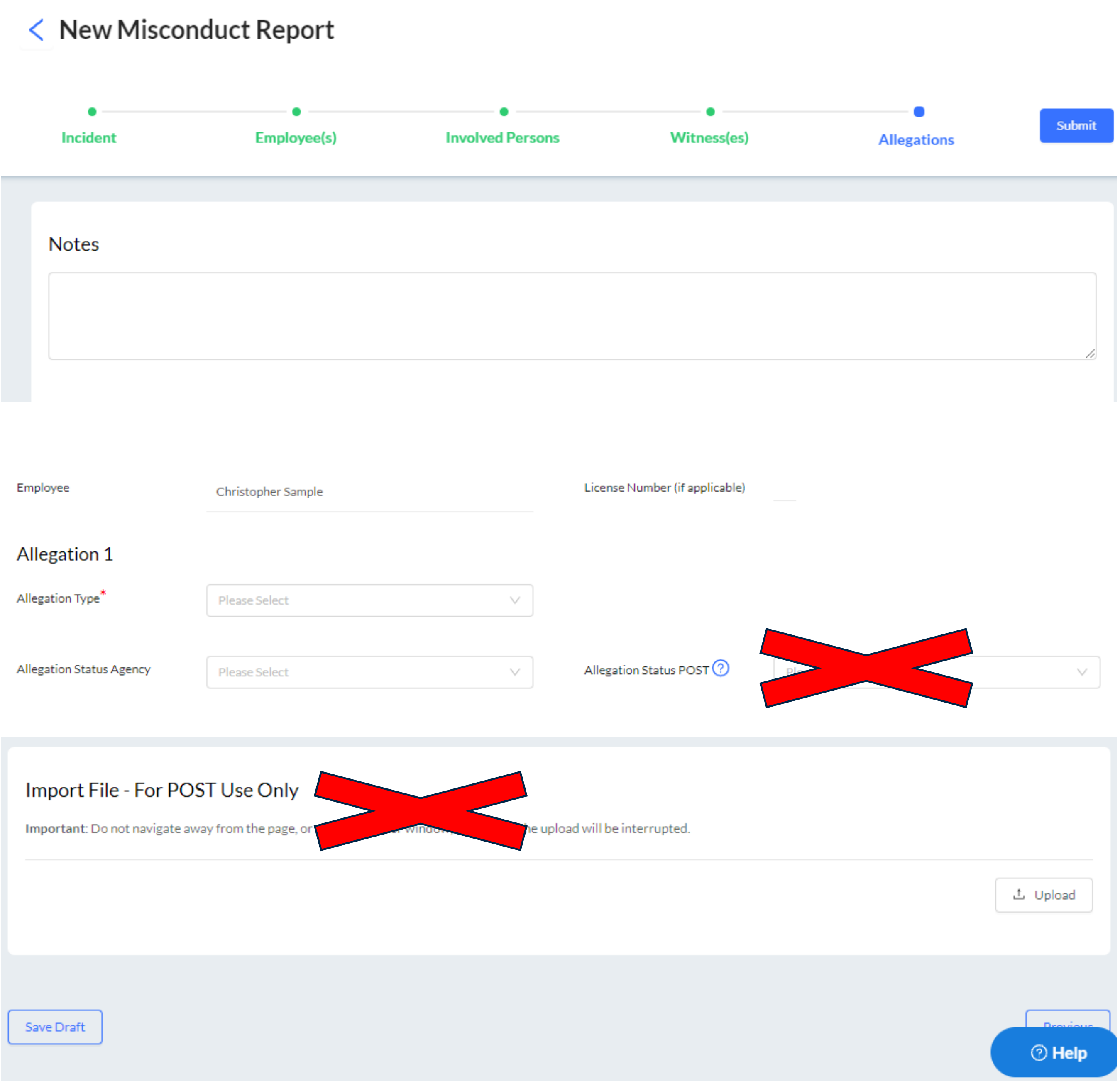


- **Is Witness (1) a licensed employee of your agency?** If true, toggle the button to 'Yes' and select the licensed employee from your roster.
- If the Witness is not an employee of your agency, enter any information you may have regarding the witness, as well as their statement (if available).
- All information for the witness is optional and self-explanatory.
- To enter more witnesses, click the (+) Witness button, and additional entry fields will display.

- Save as draft as often as you wish between entries.
- Navigate to the next form or the previous form, using the “Previous” and “Next” navigation buttons, or the status bar at the top of the screen.

Allegations Form

The Allegations Form is the fifth form presented for a new report.

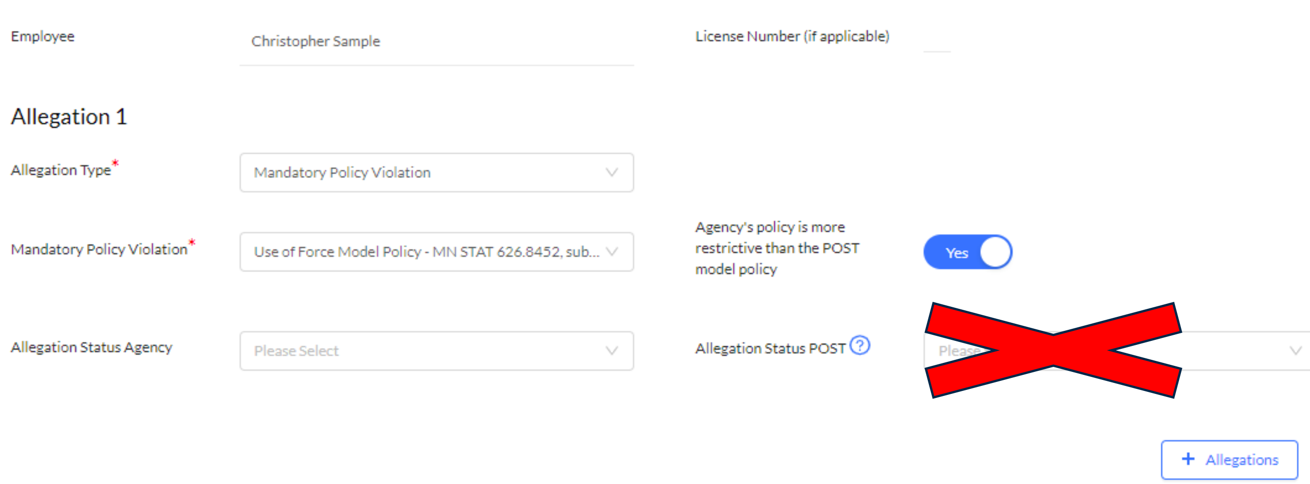


- The Note field at the top of the Allegations form is optional and intended for the agency to enter clarifying information for the report to assist POST with their review. It **IS NOT** intended for entering the complete complainant narrative of the incident, or any detailed investigative notes by the agency regarding the incident. An example of a Note would be to enter the actual charge for a misconduct report involving an officer who has committed a felony offense.

- **Allegation Type** is a required field, as noted by the red asterisk (*). Choices are Standards of Conduct Violation and Mandatory Policy Violation.
- This User Guide will provide an example of a Mandatory Policy violation allegation against one employee and an example of a Standards of Conduct violation allegation against one employee.
- If multiple employees are named subjects in the report, you will need to choose the officer for each allegation.
- If the agency is the named subject in the report, you will see fields to enter the allegations against the agency.
- If an unknown officer was the named subject in the report, you will see fields to enter the allegations against the unknown officer.
- **DO NOT USE.** The Allegation Status for POST is for POST use only. Please DO NOT select anything for this field.
- **DO NOT USE.** The Upload Document feature will not be used by agencies when entering a Misconduct Report. POST does not need any internal agency documents, or the original report from the complainant regarding an incident of misconduct.

Mandatory Policy Allegation Entry

To enter a Mandatory Policy Allegation:

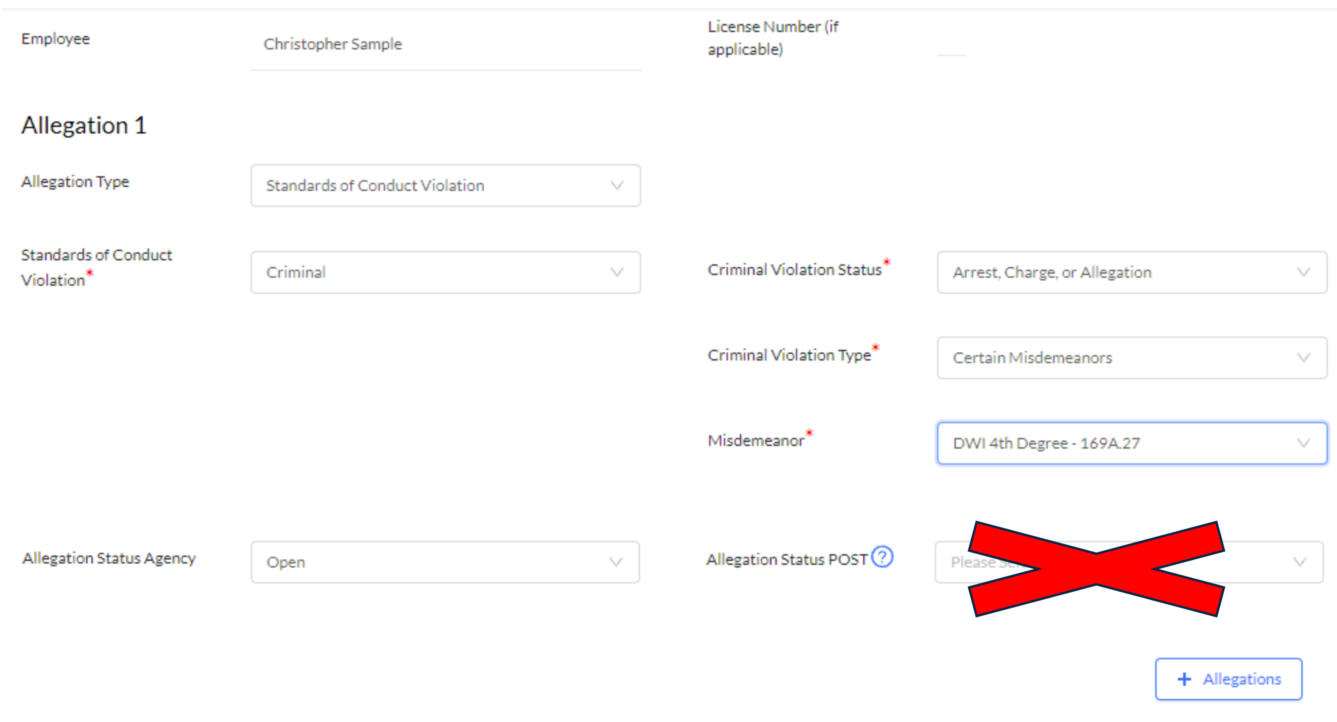


- **Allegation Type:** Choose Mandatory Policy Violation from the Allegation Type dropdown list.
- **Agency's policy is more restrictive than the POST model policy:** Toggle this to 'Yes', if your agency has implemented a Mandatory Policy that is more restrictive than the POST model policy.
- **Mandatory Policy Violation**: Select the Mandatory Policy that was allegedly violated from the Mandatory Policy Violation dropdown list.
- **Allegation Status Agency:** Since the statutory requirement states that Misconduct Reports must be reported in "real-time", it is very possible that the Allegation Status for your agency will still be open, pending your investigation. If it was a simple investigation and you have already closed the allegation, you can select Closed from the status dropdown. If you select Closed, you will be prompted further for you disposition (and discipline, if applicable).

- To enter more allegations, click the (+) Allegations button, and additional entry fields will display.
- Save as draft as often as you wish between entries.
- Navigate to the previous form, using the “Previous” navigation button, or the status bar at the top of the screen.

Standards of Conduct Allegation Entry

To enter a Standards of Conduct Allegation:



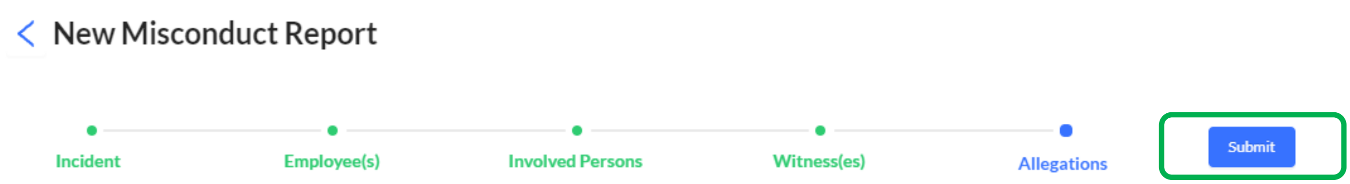
- **Allegation Type:** Choose Standards of Conduct Violation from the Allegation Type dropdown list.
- **Standards of Conduct Violation**: Select whether the Standards of Conduct violation was a criminal or non-criminal violation from the Standards of Conduct Violation dropdown list.
- Selecting “Criminal” versus “Non-Criminal” results in the display of different additional data entry fields. This example is using “Criminal” because it is the most complex entry for Standards of Conduct allegations.
- **Criminal Violation Status:** Select whether the allegation has already been resolved in court, and has resulted in a “Conviction”, or if the allegation is still in the status of “Arrest, Charge, or Allegation”.
- **Criminal Violation Type:** Select the criminal violation type from the Criminal Violation Type dropdown list. Choices are “Any Felony”, “Any Gross Misdemeanor”, and “Certain Misdemeanors”>
- **Misdemeanor:** If you selected “Certain Misdemeanors” from the Criminal Violation Type dropdown list, an additional dropdown list field will display, where you can choose the actual misdemeanor.
- **Allegation Status Agency:** Since the statutory requirement states that Misconduct Reports must be reported in “real-time”, it is very possible that the Allegation Status for your agency will still be open,

pending your investigation. If it was a simple investigation and you have already closed the allegation, you can select Closed from the status dropdown. If you select Closed, you will be prompted further for you disposition (and discipline, if applicable).

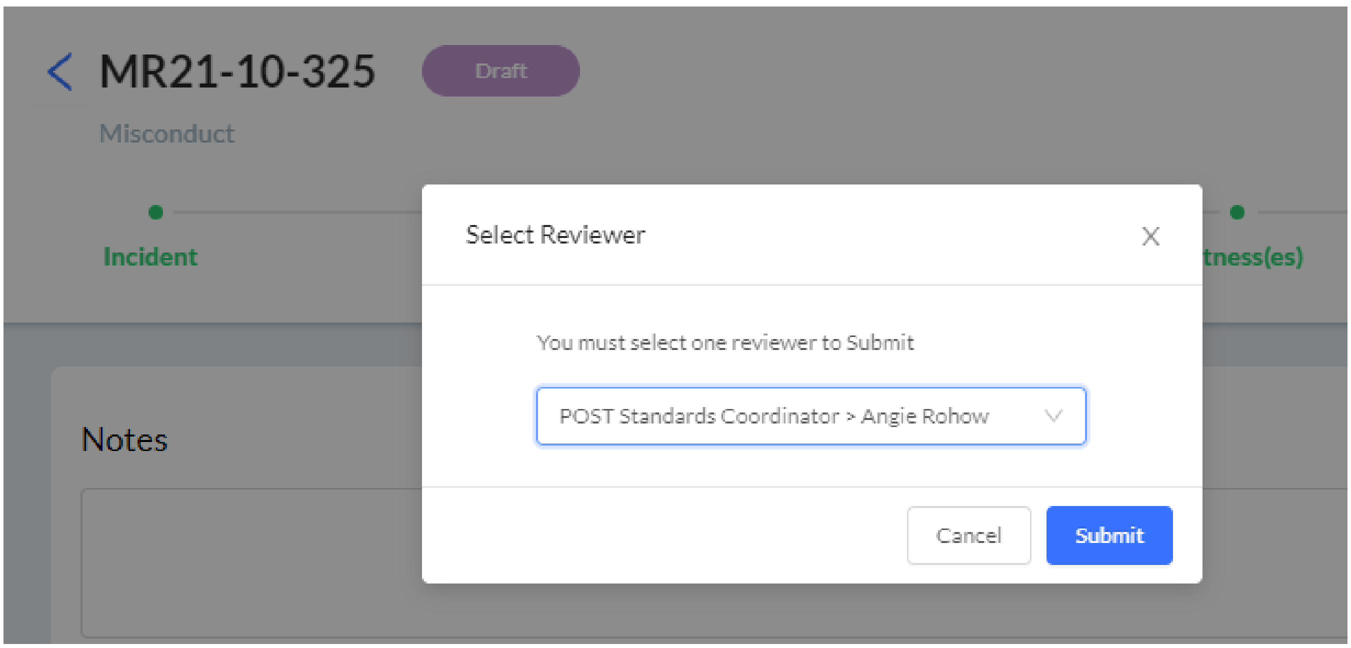
- To enter more allegations, click the (+) Allegations button, and additional entry fields will display.
- Save as draft as often as you wish between entries.
- Navigate to the previous form, using the “Previous” navigation button, or the status bar at the top of the screen.

Submit a Misconduct Report to POST

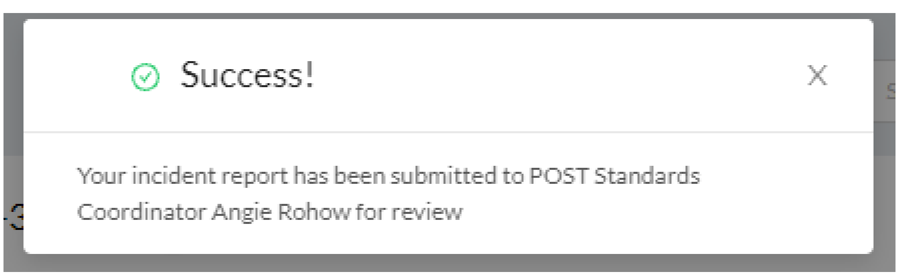
Once you have entered all the information into the new Misconduct Report, you are ready to submit the report to POST for review.



- At the top of the screen, click the Submit button.



- Selected POST Standards Coordinator as the person to whom you are sending the report. There should only be one name you can select. When this User Guide was created, the POST Standards Coordinator was Angie Rohow, but this could change over time. Regardless, there will be only one person to choose.



- When your report has been successfully submitted to POST, you will see a Success message box.

Misconduct Report Routing (Workflow)

Report Notifications

Any time a report is routed to an individual through the workflow, that person will receive an email notification. The notification will include information about who submitted the report to the individual, the Misconduct Report number, and a link to the login page for the Benchmark application.

Sample Email Notification

From: <no-reply-notifications@benchmarkanalytics.com>
Date: Wed, Sep 1, 2021 at 8:56 AM
Subject: Please review Misconduct Report MR21-9-195
To: CLEO of Agency <CLEO@agency.gov>

You have a **<TAKE ACTION>** on Misconduct Report MR21-9-195.

- Submitted to you by Angie Rohow
- Originally created by Angie Rohow
- Please click <TAKE ACTION> to access the report (https:// benchmarkanalytics.com/reports/11856)

If you need assistance, please email support@benchmarkanalytics.com .

Agency-Initiated Misconduct Reports

CLEOs (Chief Law Enforcement Officers) and their delegates will have the ability to enter, view, and route Misconduct Reports in the POST Misconduct Report Database.

If a Misconduct Report is received or initiated by an LEA (Law Enforcement Agency), it will be entered into the POST Misconduct Report Database by either the CLEO or one of their delegates. There are two types of delegates.

- Delegate Level 1
- Delegate Level 2

Any person with the role of CLEO or Delegate Level 1 can enter a Misconduct Report and route directly to POST for review.

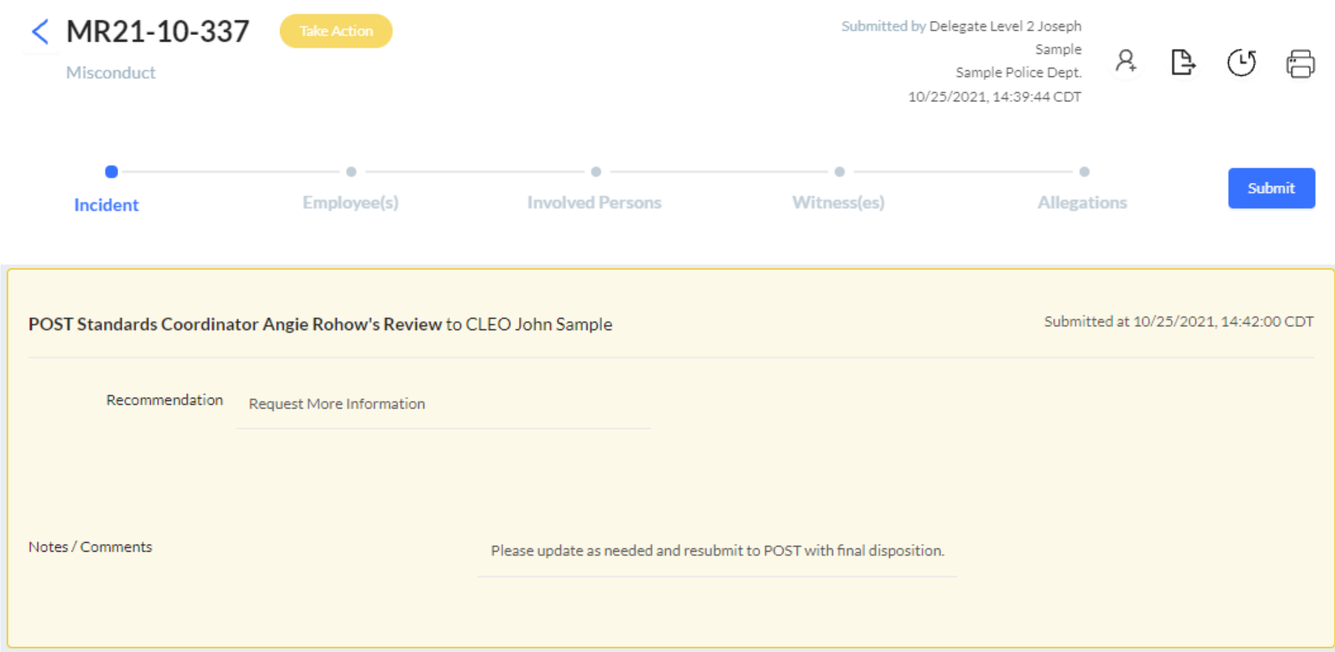
People in the role of Delegate Level 2 can enter a Misconduct Report, but they can only route the report to the CLEO or Delegate Level 1 for their agency. The CLEO or Delegate Level 1 must review any reports entered by the Delegate Level 2, before submitting to POST for further review.

How Misconduct Reports are processed after submission to POST will vary, based on the type(s) of allegations that were entered.

Report Routing for Mandatory Policy Violations

If the Misconduct includes only Mandatory Policy violation(s), the complaint will be routed to POST for initial review. After review by POST, the report will be routed back to the person who submitted the report. The agency will perform an investigation (external to the POST Misconduct Report Database). After the agency's investigation is complete, the person who submitted the report will update the agency status and disposition in the report and resubmit the report to POST. POST will review the final status and disposition. POST will close the report.

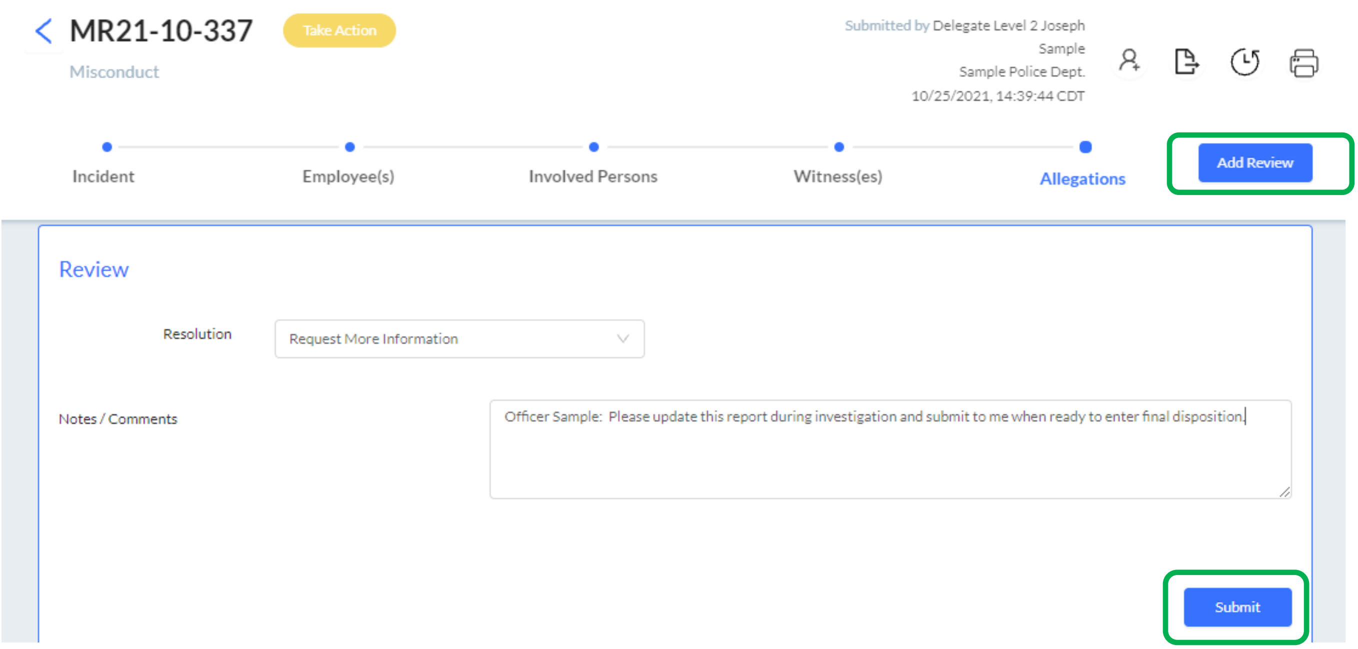
Mandatory Policy Violations Report – returned to the agency for final status and disposition.



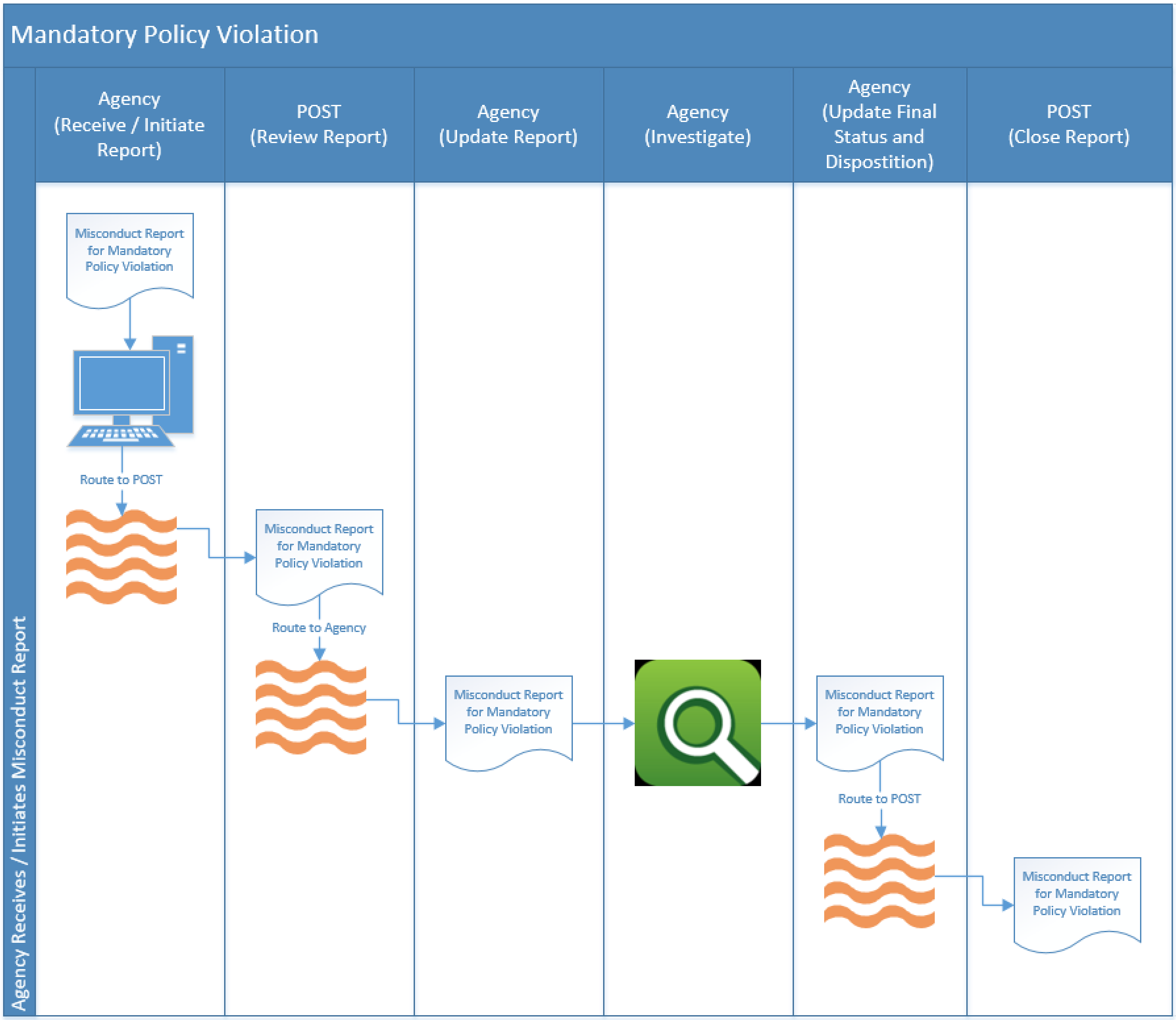
Original Report Entry by a Delegate Level 2 – Making Report Updates after Returned from POST

If a report was originally entered by a Delegate Level 2, the report must be routed to the CLEO or a Delegate Level 1 for submission to POST. When the report is returned to the agency from POST, it will go to the person who submitted the report.

To update the report with new information, the report must be routed back to the Delegate Level 2 (who did the original entry). This is accomplished by adding a Review and selecting 'Request More Information' from the Resolution dropdown. It will the route back to the Delegate Level 2.



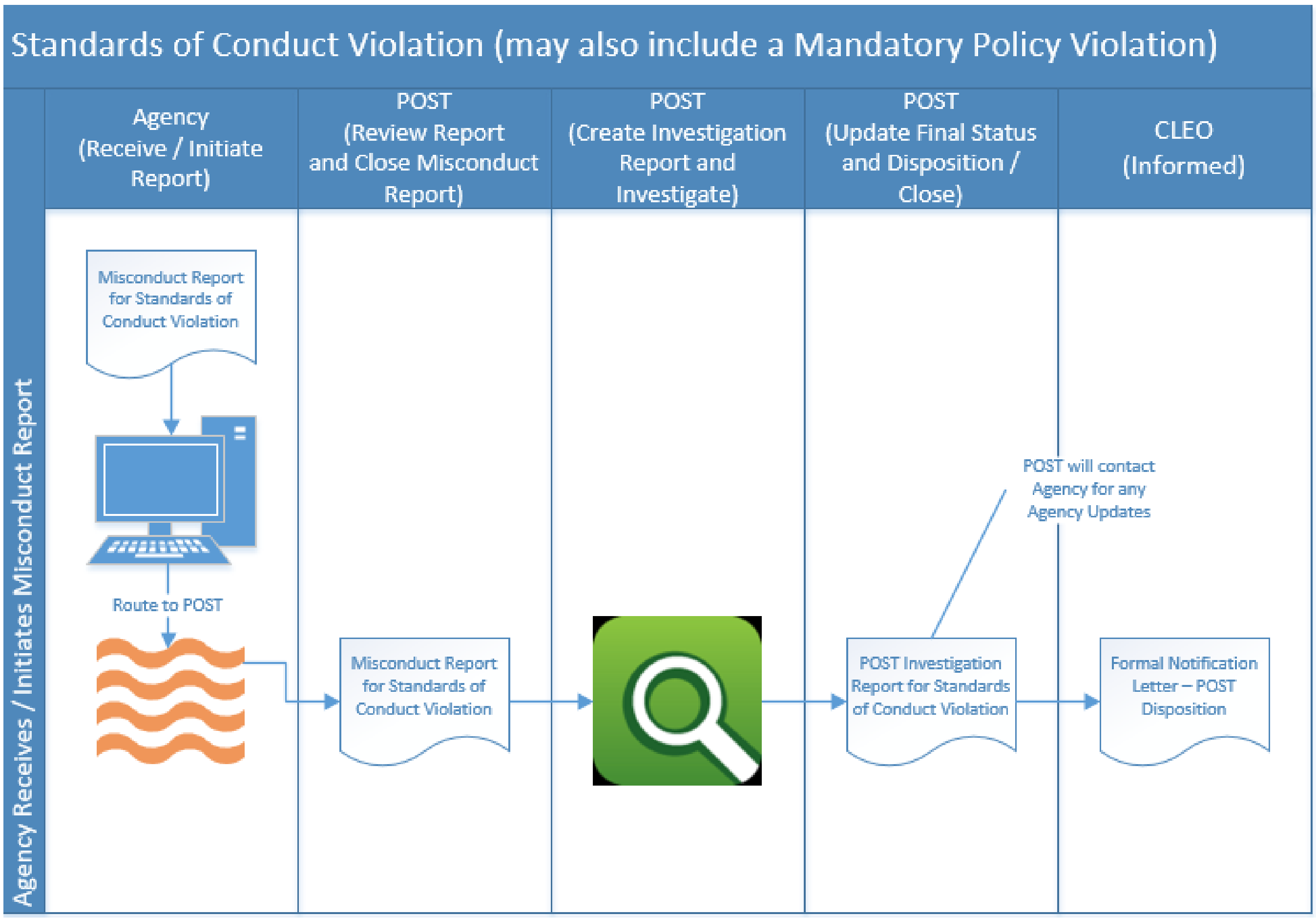
Mandatory Policy Violations Report Flow



Report Routing for Standards of Conduct Violations

If the complaint includes only Standards of Conduct violation(s) or a combination of both Standards of Conduct violation(s) and Mandatory Policy violation(s), the complaint will be investigated by MN POST staff. After POST completes their investigation the POST status and disposition will be updated. Prior to closing the report, POST will reach out to the agency and will update the Agency status and disposition to reflect any additional action the agency may have taken as part of the agency's investigation. The report will be closed by POST when all statuses and dispositions have been entered.

Standards of Conduct Violations Report Flow



POST-Initiated Misconduct Reports

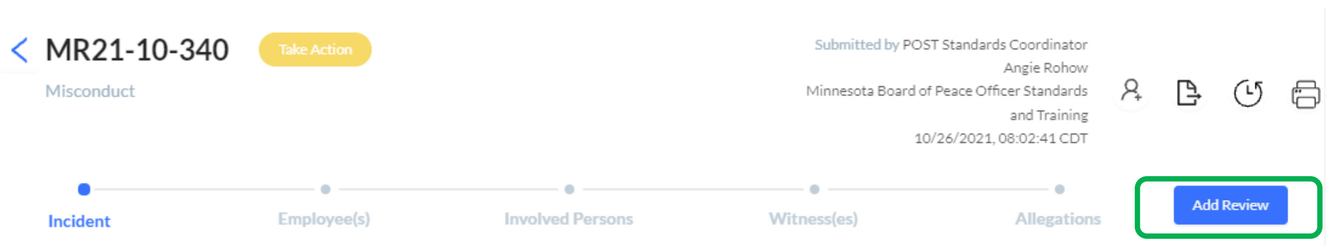
If a Misconduct Report is received or initiated directly by POST, it will be entered into the POST Misconduct Report Database by a POST Standards Coordinator.

How Misconduct Reports are processed after the entry by POST will vary, based on the type(s) of allegations that were entered.

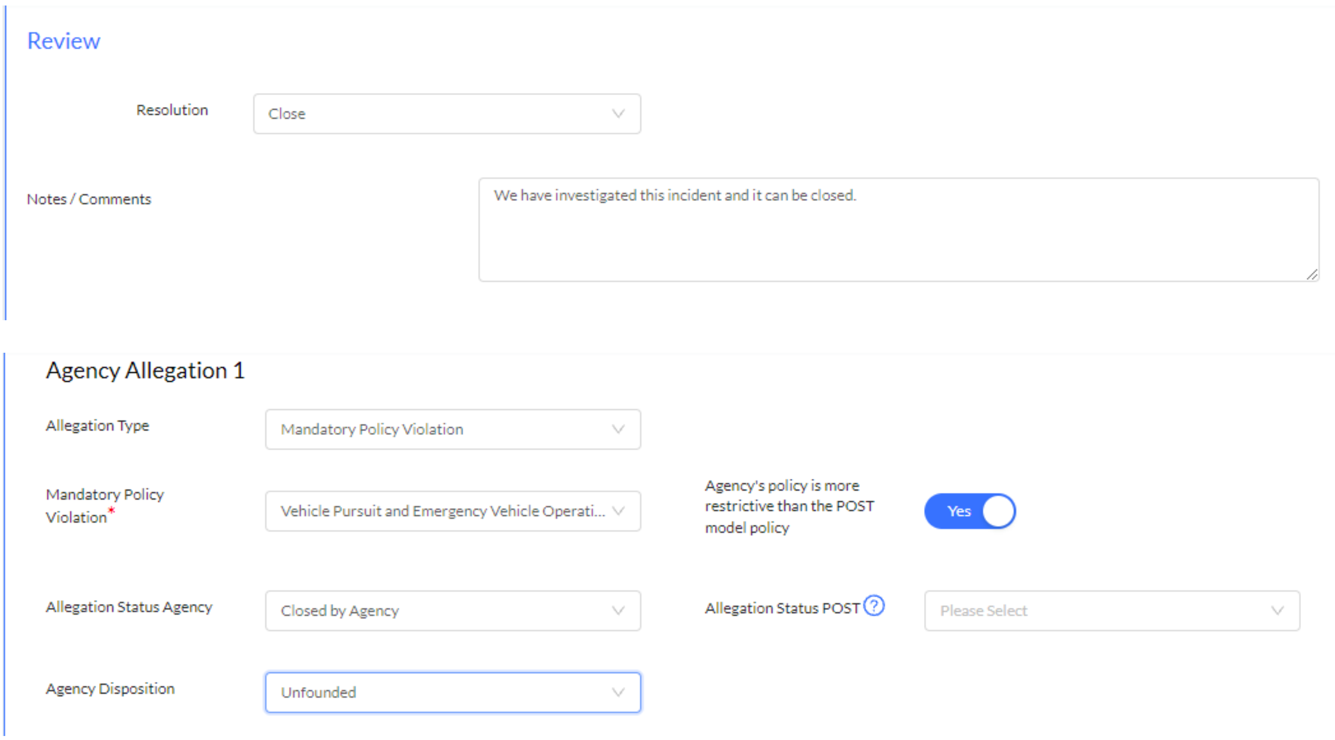
Report Routing for Mandatory Policy Violations

If the Misconduct includes only Mandatory Policy violation(s), the complaint will be routed to the POST Executive Director and the CIC (Complaint Investigation Committee) members for initial review. After review, if the allegations in the report are not within POST jurisdiction, the report will be routed to the CLEO of the agency / officer named in the report. The agency will perform an investigation (external to the POST Misconduct Report Database). After the agency's investigation is complete, the CLEO or their Delegate Level 1 will update the agency status and disposition in the report and close the report.

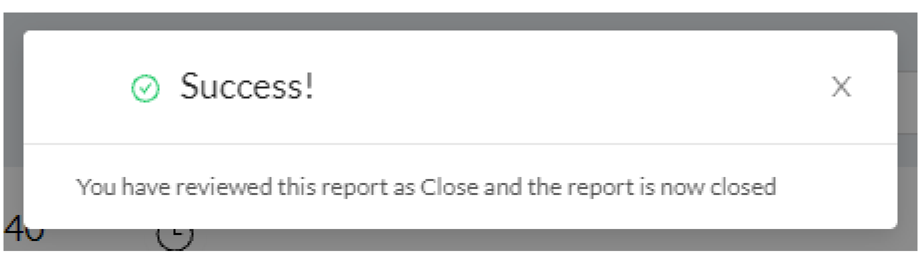
Mandatory Policy Violations Report – Add review, enter final disposition, and close the report



- When you are ready to enter your final status and disposition for the Misconduct Report, click the Add Review button at the top of the Allegations page.

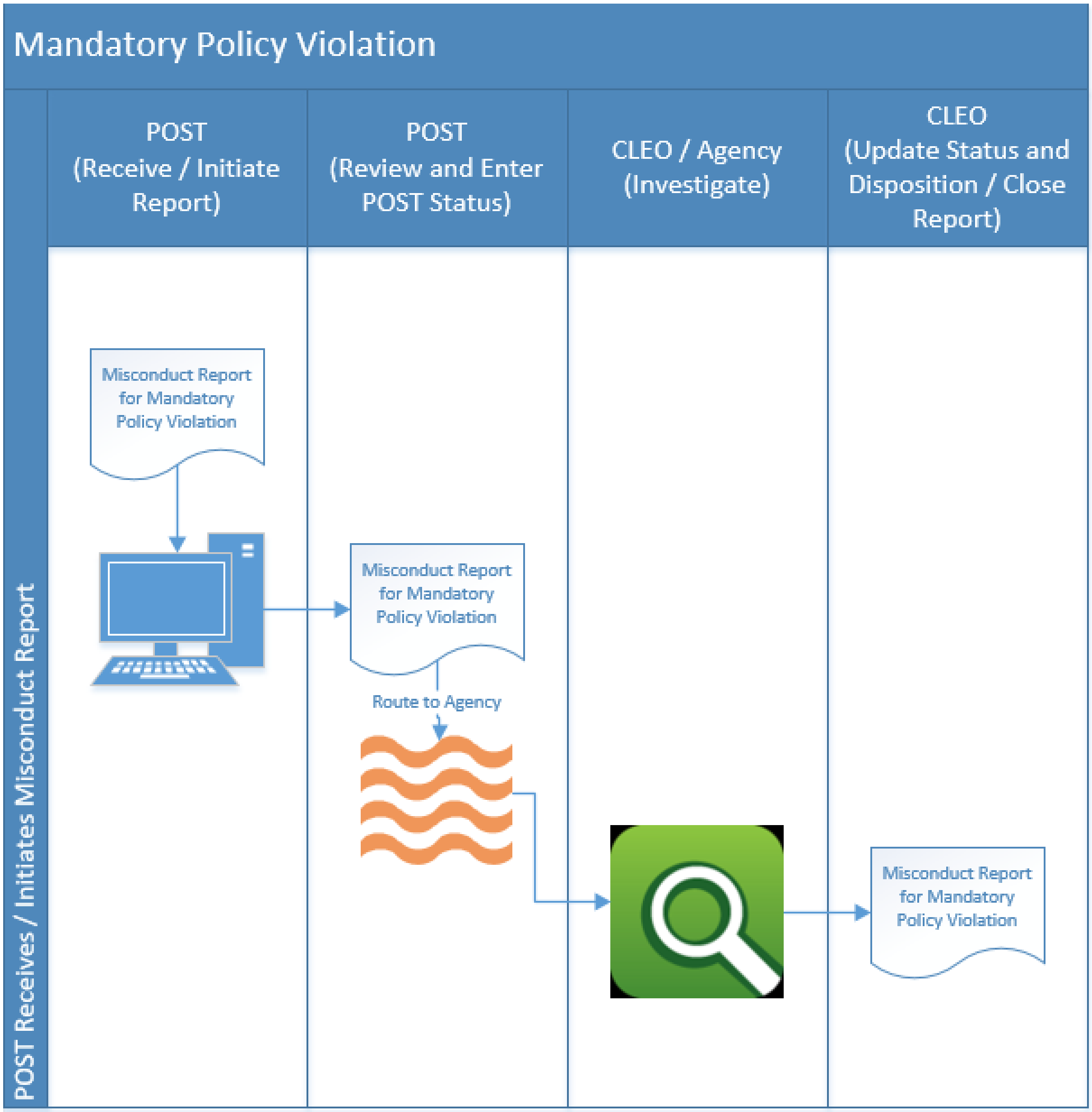


- **Resolution:** Select “Close” from the dropdown list.
- **Note:** You can enter a note, if desired.
- **Agency Allegation Status:** For each allegation in the report, select “Closed” from the dropdown list.
- **Agency Disposition:** For each allegation in the report, select your final disposition from the dropdown list. If you choose “Sustained”, an additional dropdown list field will display to enter the discipline that was taken for the sustained allegation.
- **Agency Discipline:** If “Sustained” was chosen as the disposition for the allegation, select the appropriate choice for discipline that was taken.
- **Click the Submit button.**



- A Success message will display, indicating you have closed the report.

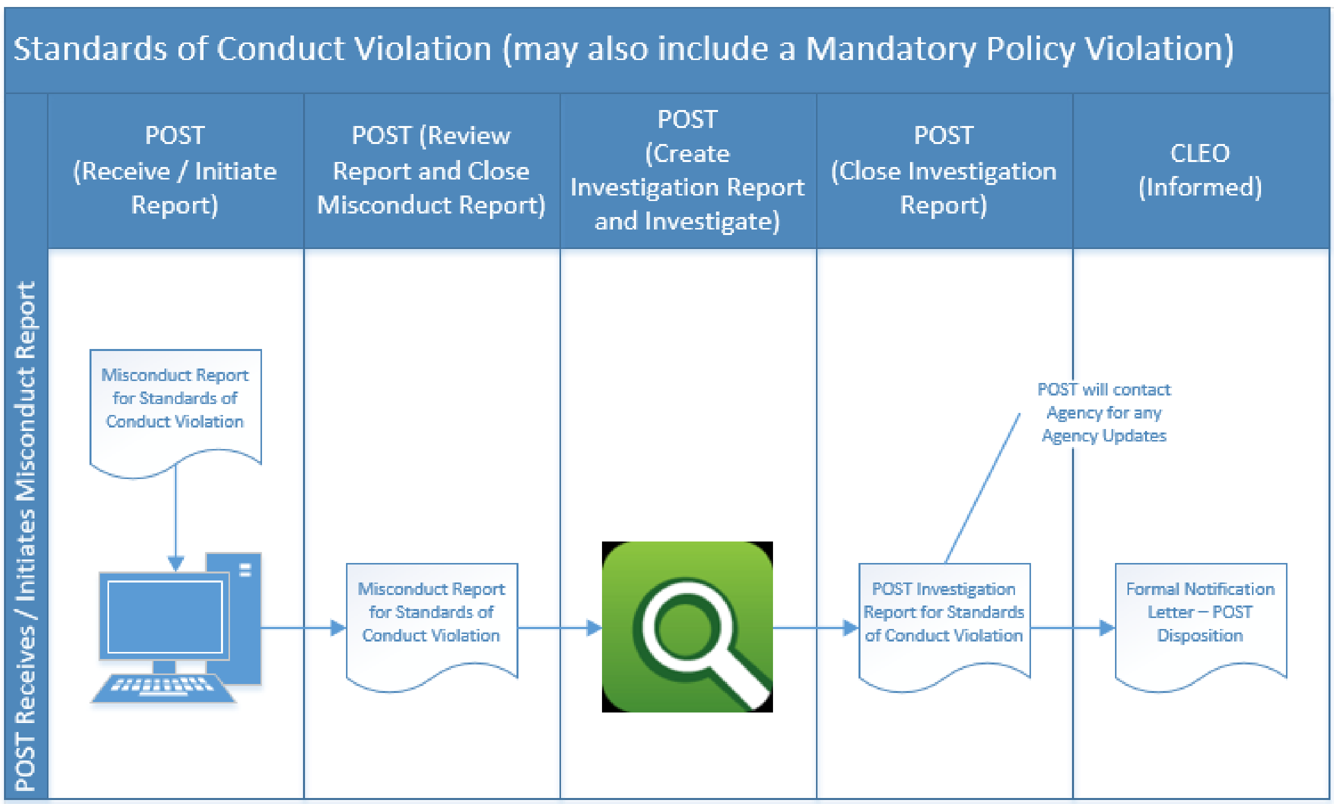
Mandatory Policy Violations Report Flow



Routing for Standards of Conduct Violations

If the complaint includes only Standards of Conduct violation(s) or a combination of both Standards of Conduct violation(s) and Mandatory Policy violation(s), the complaint will be investigated by POST staff. After POST completes their investigation the POST status and disposition will be updated. Prior to closing the report, POST will reach out to the agency and will update the Agency status and disposition to reflect any action the agency may have taken as part of any agency investigation. The report will be closed by POST when all statuses and dispositions have been entered.

Standards of Conduct Violations Report Flow



Report Reassignment, Sharing, and Printing

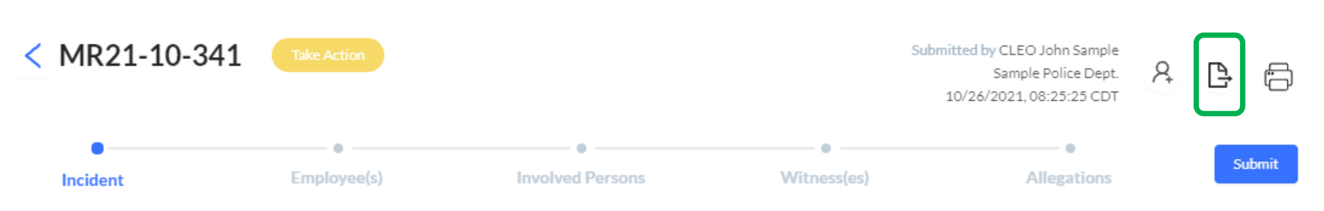
Reports can be reassigned to another person within the workflow. Reports can be shared with other individuals within your agency. Reports can be printed, if needed to augment paper files that may be kept by an agency regarding reports of misconduct.

This section describes how to perform each of these functions.

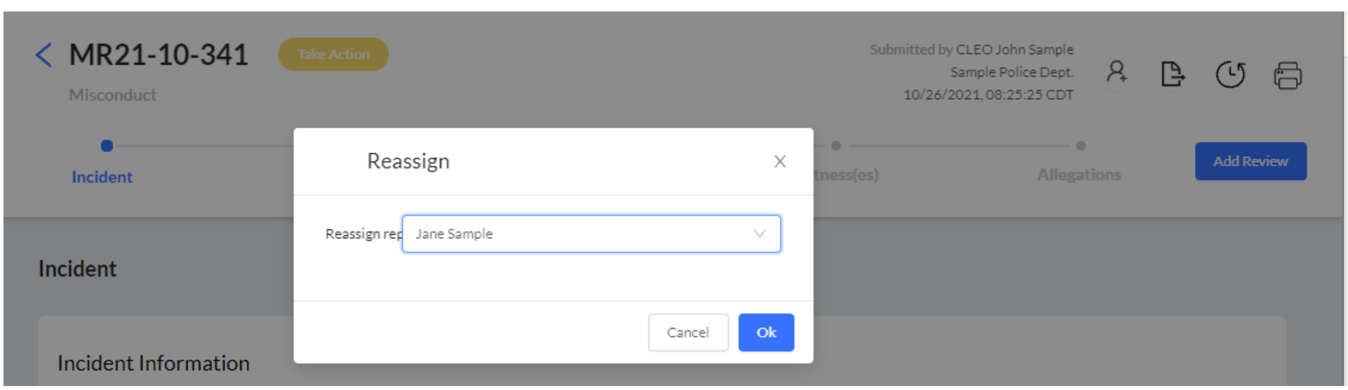
Report Reassignment

Agencies that have Delegates using the database, as well as the CLEO, may wish to reassign a report for various reasons. Two more common reasons may be:

- POST sends a Misconduct Report to the CLEO. The CLEO wishes to have the Delegate Level 1 update and close the report.
- POST sends a Misconduct Report to the Delegate Level 1. The Delegate Level 1 wishes to have the CLEO update and close the report.



- Locate the report, either in your Action Items list, or in your Reports list.
- Open the report and click the Reassign icon at the top of the report.

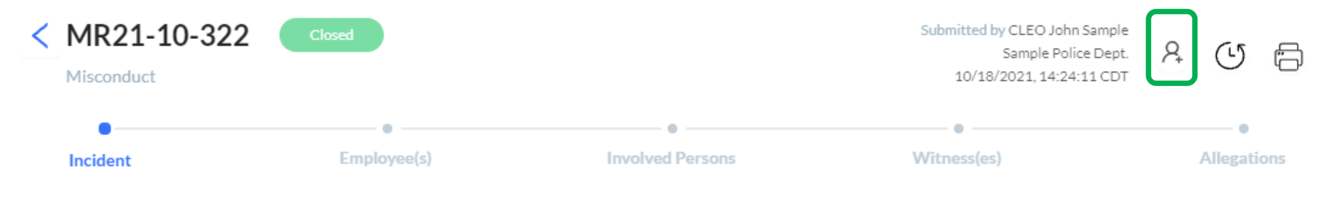


- Select the person in the dropdown list to reassign the report.
- Click the OK button.

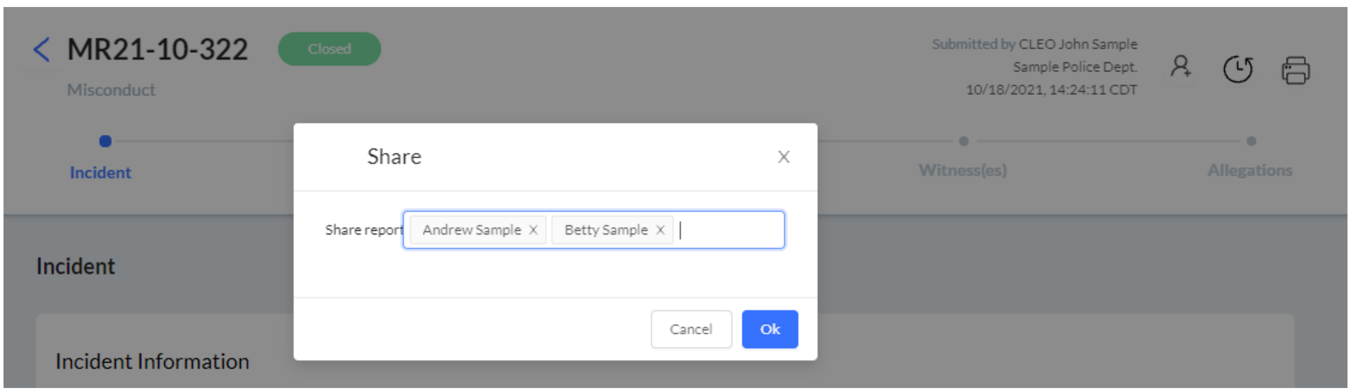
- A Success message will display, indicating the report has been reassigned to the person you chose.

Sharing a Report

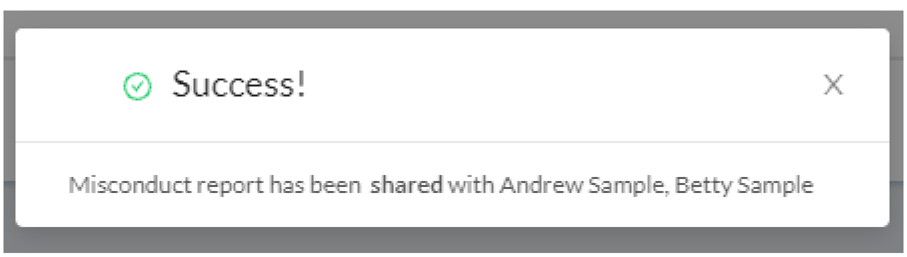
A Misconduct Report can be shared with any person in your agency roster. While the database allows you to share with anyone in your agency roster, only a Delegate Level 1 or a Delegate Level 2 would be able to view the shared report. The data practices rules for your agency, as well as the data practices statute for Minnesota Law Enforcement Agencies must be adhered to when sharing a report with another individual at your agency.



- Locate the report, either in your Action Items list, or in your Reports list.
- Open the report and click the Share icon at the top of the report.



- Select the person in the dropdown list to share the report. You can select multiple people from the list.
- Click the OK button.



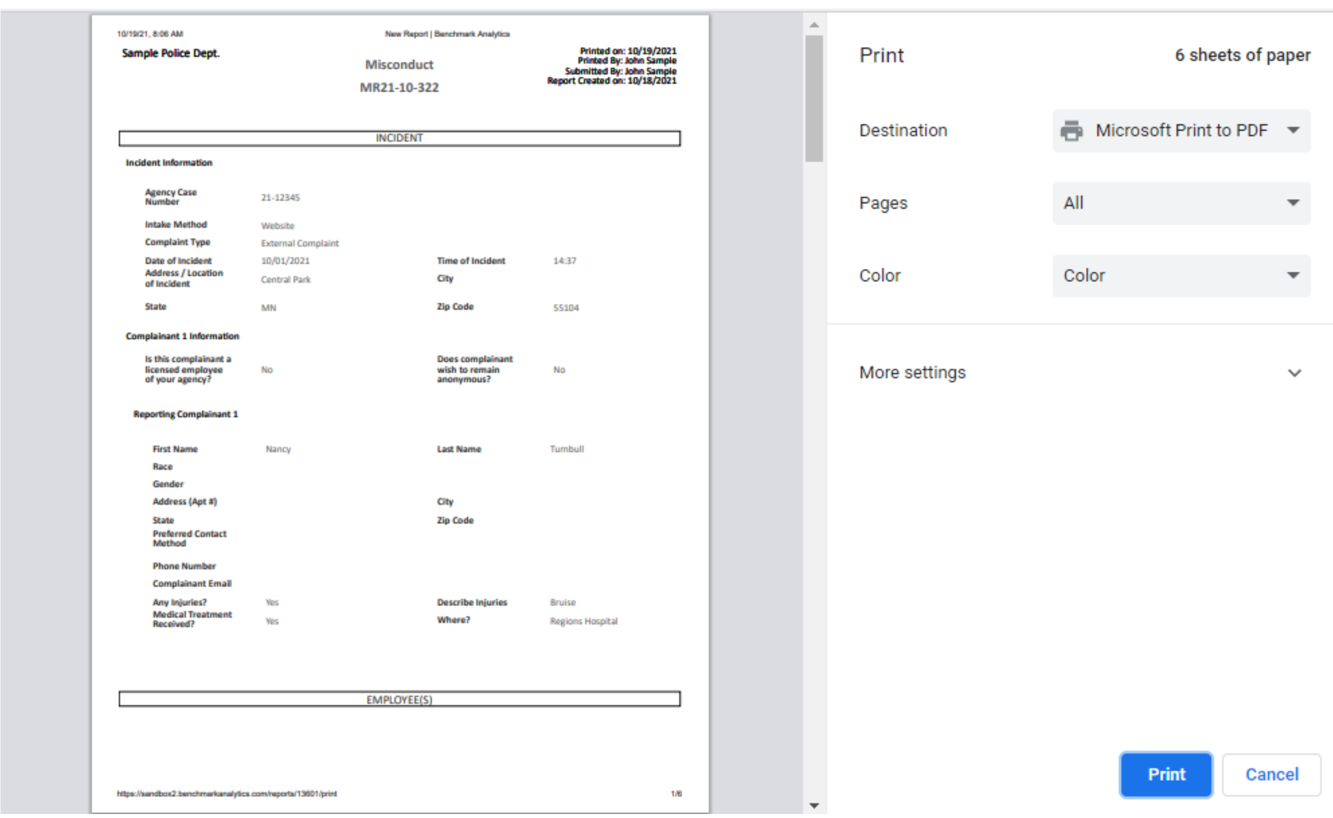
- A Success message will display, indicating the report has been shared with the person(s) you chose.

Printing a Report

A Misconduct Report can be printed (either to .pdf, or to a physical printer). While the database allows you to save a printable version to your computer or send to a printer, care should be taken when using this function.

Following data practices and data privacy guidelines, do not send a printed report to a printer that can be accessed by personnel who would not otherwise be privy to the information contained in the report. Do not save a printable version of the report to a computer or network location that could be accessed by personnel who would not otherwise be privy to the information contained in the report.

- Locate the report, either in your Action Items list, or in your Reports list.
- Open the report and click the Printer icon at the top of the report.



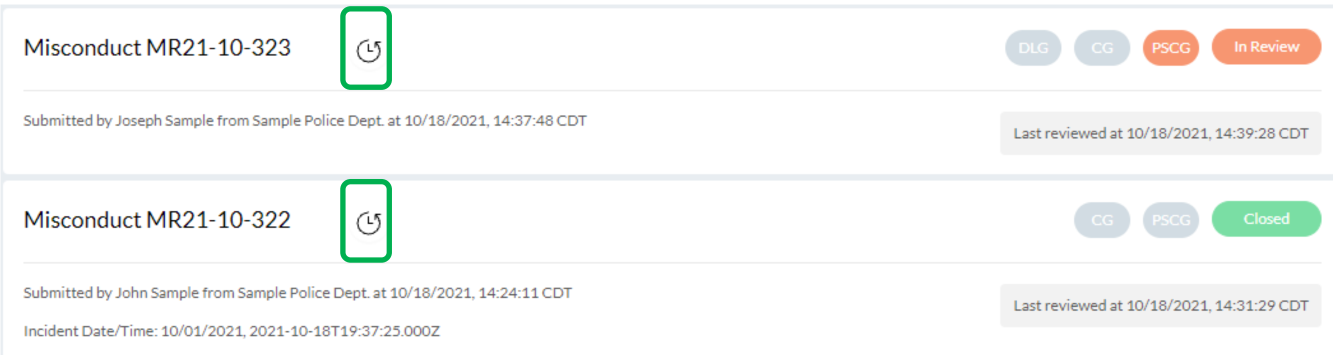
- Select your printer or Save to PDF.
- Click the Print button.

Report Timeline / Audit Trail

The POST Misconduct Report Database provides information for every Misconduct Report regarding who has accessed the report, and what action was performed. This information is presented in a timeline fashion for every report.

You can access the timeline for a report from your Reports list, or when you have opened a report. This section describes where to find and open the timeline for both types of access.

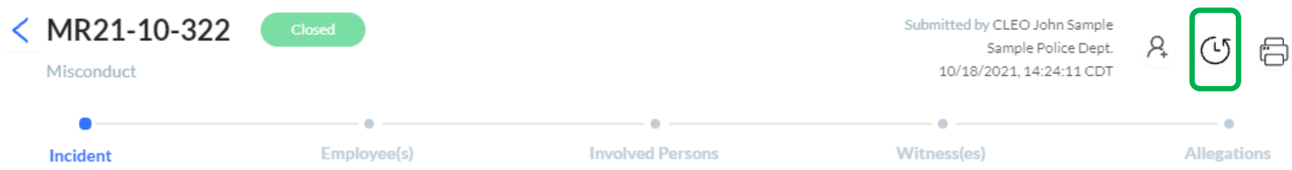
Viewing the Timeline from the Reports List



- Find the report in your Reports list
- Click on the Timeline icon next to the report number

- The timeline and actions for the report are displayed in a pop-up window.
- To close the timeline, click the ‘X’ in the top, right corner of the pop-up window.

Viewing the Timeline from an Open Report



- Find the report in your Reports list and open the report by clicking on the report number
- Click on the Timeline icon at the top of the report

- The timeline and actions for the report are displayed in a pop-up window.
- To close the timeline, click the ‘X’ in the top, right corner of the pop-up window.

Frequently Asked Questions (FAQs)

A Frequently Asked Questions (FAQs) list has been created for your reference. Please visit (POST Misconduct Report Database FAQs) to view the questions and answers that have been collected and documented to-date.